



Krista Kouts  
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## FINANCIAL AID

### WORK STUDY JOB POSITION

Office Receptionist  
Student Life – Residence Towers  
Christopher Norton

#### Position Summary:

Student-workers will be responsible for operations that take place in the office/reception area of their hall. Duties include answering phone messages, checking out various supplies and equipment to residents, documenting activity during shifts, produce typed/computer-generated documents and notices, and run various on-campus errands for hall staff. Student-workers may also be required to assist hall staff during check-in/out at the beginning and ends of each semester employed, as well as participate in any other duties as directed by Residence Staff. Apply in person or email work study application to [christopher.norton@eac.edu](mailto:christopher.norton@eac.edu). Once you have been hired, a copy of your work study application must be turned in to the Financial Aid Office and all necessary documents, including a payroll packet, need to be submitted to the Human Resources Department.

#### To Apply:

Email work study application to:  
[christopher.norton@eac.edu](mailto:christopher.norton@eac.edu) or apply in person at:  
Residence Towers Office

Contact Phone: (928) 428-8606