



Krista Kouts
Work Study Coordinator
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FINANCIAL AID

WORK STUDY JOB POSITION

Psychology Work Study
Social Science
Nan Pennington

Position Summary:

Daily office tasks such as answer phones, direct students to proper instructor, sort mail and emails, keep grades current, filing, copying and faxing. Requires high GPA, strong verbal skills, knowledge of MS Office, typing skills. Apply in person to Instructor during office hours and bring work study application and a resume. 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:

Submit work study application and resume in person to instructor during office hours.

Contact Phone: (928) 428-8350