



FINANCIAL AID

Krista Kouts
Work Study Coordinator
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(928)428-8288

WORK STUDY JOB POSITION

Retention Assistant
Retention - Counseling
James Pryor

Position Summary:

Pleasant attitude and open mind to assist in all duties assigned. Answer phones, make copies, monitor retention drop line, inventory and distribution from the book bank, make appointments other duties as assigned, must have computer literacy. Must fill out and submit a work study application to the work study department supervisor. 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:
james.pryor@eac.edu or apply in person at:
Retention Office – Counseling Department

Contact Phone: (928) 428-8902