



**FINANCIAL AID**

Krista Kouts  
Work Study Coordinator  
[krista.kouts@eac.edu](mailto:krista.kouts@eac.edu)  
(928)428-8288

## **WORK STUDY JOB POSITION**

Secretarial Assistant  
Small Business Development Center  
Eric Bejarano

### **Position Summary:**

FWS or IWS. Clerical duties include, but not limited to: answering phones, typing, filing, small projects assigned by Director of SBDC or secretary. 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:  
[eric.bejarano@eac.edu](mailto:eric.bejarano@eac.edu) or apply in person at:  
Small Business Development Center

Contact Phone: (928) 428-8590