



FINANCIAL AID

Krista Kouts  
Work Study Coordinator  
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(928) 428-8286

## WORK STUDY JOB POSITION

Work Study Clerk  
District Office  
Dr. Phil McBride

### Position Summary:

Assist the dean's offices with checking and delivering the mail to the academic floor, run errands around the building and campus, answer phones for deans and assistants, greet and direct public, proof-read, copy machine, assist with large events, and other tasks as needed. Must fill out an application and confidentiality agreement for the Supervisor. Once you have been hired, a copy of your application and confidentiality agreement must be turned into the Financial Aid Office.

### To Apply:

Email work study application and resume to:  
[valerie.hale@eac.edu](mailto:valerie.hale@eac.edu) or drop off in person.  
Student Services Building, Deans Wing

Contact Phone: (928) 428-8404