



Financial Aid &  
Veteran Services

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## WORK STUDY POSITION SUMMARY

Medical Assistant Work Study  
STEM/Allied Health  
Jennifer Williams

### **Position Summary:**

**Spring Position Only:** Assistant will aid in copying, scanning, and filing instructional materials. Lab inventory, organization, set-up, class assistance, and other duties as assigned. Computer/organization skills preferred. Must be organized, self-motivated and work well independently.

Applications and/or resume should be submitted to the listed supervisor. If hired, a copy of your work-study application must be turned in to the work study coordinator in the Financial Aid and Veteran Services office and all necessary documents completed and submitted to the Human Resources department.

### **To Apply:**

Submit work study application in person at:  
Science and Allied Health Building #309  
Contact Phone:(928) 428-8389