



Financial Aid &
Veteran Services

Krista Kouts
Work Study Coordinator
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WORK STUDY POSITION SUMMARY

Office Assistant – Drama Director’s Office
Fine Arts
Geoff DeSpain

Position Summary:

Assist with day-to-day operations in the Drama Director's office. Includes filing, copying, maintaining records, organizing production materials, scripts, and supporting the technical needs of productions. General computer skills and organizational abilities. Apply in person to the Fine Arts office, bring work study application, resume and cover letter.

Once you have been hired, a copy of your work study application must be turned in to the Financial Aid and Veteran Services Office and all necessary documents, including a payroll packet, need to be submitted to the Human Resources Department.

To Apply:

Submit work study application, resume and cover letter in person FA-107

Contact Phone: (928) 428-8465