



Financial Aid &
Veteran Services

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

WORK STUDY JOB POSITION

Office Assistant
Mt. Graham Safe House
Sandy Garza

Position Summary:

Federal Work Study Only. Transportation required. Under general supervision, the assistant will help with office duties including filing, copying, shredding, etc. Will also assist in the cleanliness and security of the facility, including organizing toys and equipment. Hired office assistant will also be required to pass a background screening.

Please contact by email and include work study application and/or resume to: sandy@mgsh.net. 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:

Email work study application to:
sandy@mgsh.net or drop off in person at:
1601 S 20th Avenue, Safford, AZ 85546