



Financial Aid &
Veteran Services

Krista Kouts
Work Study Coordinator
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WORK STUDY JOB POSITION

Office Assistant
Graham County Chamber of Commerce
Vance Bryce

Position Summary:

Federal Work Study Only: Seeking a responsible individual that carries a positive attitude and is willing to effectively communicate with public visitors. This work-study assistant will answer phones, and relay information about local attractions. Office experience in document scanning/shredding and creating envelope labels for mailers is preferred. Assistant will also have the opportunity to work at local events where customer service experience will be useful skills.

Once you have been hired, a copy of your work study application must be turned into 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 and resume in person to:
Graham County Chamber of Commerce
1051 West Thatcher Boulevard, Safford, AZ 85546
Contact Phone: (928) 424-2511