



Financial Aid &  
Veteran Services

Krista Kouts  
Work Study Coordinator  
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## WORK STUDY JOB POSITION

Office Assistant  
Nursing  
Erica Parnell

### **Position Summary:**

Assist with filing, copying, maintaining nursing inventory, and other duties as assigned by the nursing supervisor. Must know MS Word, Excel, and PowerPoint. Student required to maintain a high level of integrity and confidentiality.

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

\*Students applying for this work position cannot be Nursing majors.

### **To Apply:**

Email work study application to:

[erica.parnell@eac.edu](mailto:erica.parnell@eac.edu)

Apply in person at:

Nursing Building

Contact Phone:(928) 428-8396