



EASTERN ARIZONA COLLEGE

Work Study Position

Office Assistant

Department: [Graham County Chamber of Commerce](#)

Supervisor: [Vance Bryce](#)

Salary: The initial compensation for this position will be in accordance with the current [Arizona Minimum Wage](#).

Schedule: Hours will vary depending on student class schedules and supervisor requirements. The position will start promptly after the successful candidate is identified and will remain active for the duration of the current Eastern Arizona College [Academic Year](#). This is a temporary, part-time role.

Preferred Qualifications:

FEDERAL POSITION ONLY

- Reliable and friendly with strong communication skills to help serve the general public.
- Ability to answer phone calls and direct office and community questions.
- Computer experience is preferable.
- Ability to scan documents and create mailers.
- Strong attention to detail.
- Social media and videography experience.
- Ability to work some evenings and weekends at Chamber-hosted events.
- Ability to lift 25+ pounds or stand for longer periods of time.
- Candidate must have reliable transportation for this position.

Minimum Qualifications

- Completion of the current year FAFSA in accordance with Federal Student Aid ([FSA guidelines](#)).
- Must be enrolled as a current Eastern Arizona College student, taking a minimum of six credit hours during the fall or spring semester. [Eligibility is determined by federal and institutional requirements](#).
- Returning students must maintain a cumulative GPA of 2.00 or higher and meet [Satisfactory Academic Progress](#) standards for Federal Work-Study.
- Dual Enrollment students are not eligible for this position.

Application Information:

- Applicants should send the [work study application](#) and/or resume to:
E-mail: admin@grahamchamber.org
Contact Phone:(928) 424-2511
Applicants should also attach a copy of their class schedule.

Closing Process:

- If hired for this position, the student must submit a copy of their application to the Financial Aid and Veteran Services office for processing.
- Once awarded, the student will receive notification via Monster email to set up an appointment with the [Human Resources Department](#) #17, second floor.
- All paperwork and onboarding must be approved with HR and Payroll before work may begin.
- As a work study student, you will access your employee portal to maintain and submit your payroll hours, which your supervisor must approve.

Work Study Program Questions:

Financial Aid and Veteran Services Office

Financial Aid Analyst

Voice: (928) 428-8287

Fax: (928) 428-2391

E-mail: [Work Study Program](#)

EASTERN ARIZONA COLLEGE IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER

Eastern Arizona College is in compliance with Titles VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, and the Rehabilitation Act of 1973, and does not discriminate on the basis of race, creed, color, national origin, disability, age, or sex in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, educational services, programs, and activities. Eastern Arizona College complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, 20 U.S. Code § 1092(f), and the Higher Education Opportunity Act of 2008, by distributing an Annual Security and Fire Safety Report. The report is intended to inform the campus community of campus safety information, Clery Act crime statistics, on-campus housing fire data and statistics, and policies and procedures relating to sexual violence, emergency response, and other safety factors. A copy of EAC's Annual Security and Fire Safety Report can be found at <https://eac.edu/student-life/campus-safety.php>. A paper copy of the report will be provided upon request at

EAC's District Office, located at 615 N. Stadium Avenue, Thatcher, AZ. A daily crime log listing all criminal and alleged criminal incidents reported to campus police/security is available on-site, during normal business hours, at the EAC Police Department, located at 620 N. College Avenue, Thatcher, AZ. A fire log containing all reported fires that occurred at any of EAC's on-campus student housing facilities is available during normal business hours at the Housing Office, located at 900 N. College Avenue, Thatcher, AZ.