EASTERN ARIZONA COLLEGE

Work Study Position

Student Learning Center Tutors

Department: Alumni Library Building #9

Supervisor: Cindi Reyes

Salary: The initial compensation for this position will be $17.81 per hour

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:

- Looking for qualified candidates to tutor in:
  - Math
  - Computers
  - Psychology
  - Physics
  - Business

- Candidates must have received an A or B in the subject matter they are tutoring.
- Candidates must submit an unofficial transcript for the courses they have taken.
- Candidates can apply to tutor more than one subject.
- Ability to follow established procedures and guidelines effectively.
- Able to work mornings, late evenings, or weekends.

Minimum Qualifications

- Must have the current year FAFSA complete FSA Guidelines.
- Applicants must be enrolled as an EAC student taking at least six credit hours per fall or spring semester. Eligibility Requirements based on federal or institutional.
- If not a first-time student, the applicant must have a GPA of 2.00 or higher and meet Satisfactory Academic Progress for Federal Work Study.
- May NOT be a Dual Enrollment Student.

Application Information:

- Applicants should send the work study application to:
  E-mail: cindi.reyes@eac.edu **and copy** Careers@eac.edu
  Contact Phone:(928) 428-8446
- Applicants should also attach a copy of their class schedule.

Closing Process:

- Once awarded, the student will receive notification via Monster email to set up an appointment with the Human Resources Department #17, second floor.
- All onboarding requirements with Human Resources must be completed 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
Voice: (928) 428-8287
Fax: (928) 428-2391
E-mail: Work Study Program

Work Study Employment Questions:

Human Resources Department
Call or text: (928) 428 - 8915 or (928) 428 - 8614
Email: Careers@eac.edu

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.