



Work-Study Job Description

Financial Aid Office
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1600 S. 25th E. Idaho Falls, Idaho 83404

***** Applicants must be eligible for work-study as part of their financial aid package to apply for this position. *****

Department: College and Career Readiness

Job Description: Work Study CASAS Proctor

- a. **Duties:** Set up testing sessions, proctor CASAS eTests, clean up after testing, Manage student files, other duties as assigned.
- b. **Location:** College and Career Readiness -345
- c. **Department's function on the CEI Campus:** College and Career Readiness for Idaho's region 6.
- d. **Other:** NA

Qualifications:

- a. **Preferred work schedule:** Daytime and evening
- b. **Preferred work experience:** Customer service, Office
- c. **Preferred skills:** Basic computer skills, Good phone etiquette, student centered
- d. **Preferred character traits:** Dependable, Strong communication skills, Student centered
- e. **Other:** Bilingual is not required but always a plus.

Salary: Filled out by Financial Aid

Work Hours: Filled out by Financial Aid

Post Date: Filled out by Financial Aid

Closing Date: Filled out by Financial Aid

To Apply Contact:

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