



Work-Study Job Description

Financial Aid Office
Phone: (208) 535-5447
Toll Free: 1-800-662-0261
Fax: (208) 525-7026
krysta.madrigal@cei.edu

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: Center for New Directions (Student Affairs)

Job Description: Work Study Students

- a. **Duties:** Assist with general office duties. Filing, greeting visitors, assembling packets, assisting with Bailey's Boutique and other CND projects.
- b. **Location:** CEI Main Campus, building 5, room 591
- c. **Department's function on the CEI Campus:** Career Services, Bailey's Boutique, other student support services.
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** TBD (10 hrs per week)
- b. **Preferred work experience:** Customer service, office experience
- c. **Preferred skills:** General customer service skills, Word, general phone skills.
- d. **Preferred character traits:** Detail oriented, able to work with little supervision. Ability to maintain confidentiality and follow FERPA requirements is a must.
- e. **Other:**

Salary: \$11.00

Work Hours: 10

Post Date: September 12, 2022

Closing Date: Until Filled

To Apply Contact:

Krysta Madrigal
Financial Aid Advisor
krysta.madrigal@cei.edu

1600 S. 25th E.
Idaho Falls, ID 83404
Phone: 208.535.5447