



Work-Study Job Description

Financial Aid Office
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kelli.catale@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: Facilities and Operations

Job Description: Work Study Students

- a. **Duties:** Perform office support tasks, such as filing, making copies, bulk scanning, data entry, and assist Facilities and Operations team with any related duties as assigned.
- b. **Location:** Facilities
- c. **Department's function on the CEI Campus:** Maintain and operate Facilities systems
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Flexible schedule, M-F, 8am-5pm
- b. **Preferred work experience:**
- c. **Preferred skills:** Experience with Microsoft Excel and Microsoft Word
- d. **Preferred character traits:**
- e. **Other:**

Salary: \$13.00 hour

Work Hours: 10-15

Post Date: August 21, 2023

Closing Date: Until filled

To Apply Contact:

Kelli Catale
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kelli.catale@cei.edu

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