



## Work-Study Job Description

Financial Aid Office  
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1600 S. 25<sup>th</sup> 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:** Math and Science

### **Job Description: Work Study Students – Chemistry laboratory assistant**

- a. **Duties:** Be willing to assist the faculty with the any chemical laboratory assignment which may include the following:
  - a. Preparation, organization and storage of chemicals
  - b. Inventory, organization, and maintenance of laboratory equipment and supplies
  - c. Preparation of materials for chemistry labs
  - d. Laboratory research, analysis and reporting
- b. **Location:** Building #5, Chemistry laboratory and stockroom
- c. **Department's function on the CEI Campus:** General Education
- d. **Other:** N/A

### **Qualifications:**

- a. **Preferred work schedule:** Monday-Friday between 9am and 5pm, depending on student's schedule
- b. **Preferred work experience:** None
- c. **Preferred skills:** basic computer, word processing and spreadsheet skills
- d. **Preferred character traits:** Attention to detail and safety, independent, no science background necessary, but highly encouraged.
- e. **Other:**

**Salary:** Filled out by Financial Aid

**Work Hours:** Filled out by Financial Aid – 5 to 15 hours per week

**Post Date:** Filled out by Financial Aid

**Closing Date:** Filled out by Financial Aid

### **To Apply Contact:**

Kelli Catale  
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[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)

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