



## Work-Study Job Description

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

**Department:** Student Affairs Information Desk

**Job Description:** Student Office Help

- a. **Duties:** Answer phone, respond to walk-in traffic, direct students, making copies, running errands to other buildings, entering data, and other duties as assigned, etc.
- b. **Location:** Student Affairs, Bldg. 3 (RM 311)
- c. **Department's function on the CEI Campus:** Student Services
- d. **Other:**

**Qualifications:**

- a. **Preferred work schedule:** Mon-Fri 9-12 or 2-5
- b. **Preferred work experience:** None
- c. **Preferred skills:** Basic computer skills including Outlook, good phone etiquette
- d. **Preferred character traits:** Diligent, friendly, dependable, flexible, accurate, customer service oriented, confidential.
- e. **Other:** Dress code is business casual.

**Salary:** \$11.00/hr

**Work Hours:** 10-15 hrs.

**Post Date:** July 30, 2021

**Closing Date:** Until Filled

**Contact Information:**

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