



Work-Study Job Description

Financial Aid Office
Phone: (208) 535-5616
Toll Free: 1-800-662-0261
Fax: (208) 525-7026
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: Workforce Training & Continuing Education

Job Description: Work Study Students

- a. **Duties:** answer phones, make copies, put up and take down way finding signs, classroom/technology support, class materials prep, other duties as assigned
- b. **Location:** Yellowstone Training Center, 3950 South Yellowstone Highway
- c. **Department's function on the CEI Campus:** Continuing Education/Non-credit community classes
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** any time between 8am and 5pm, especially between 11am and 2pm.
- b. **Preferred work experience:** Administrative Assistant, event planning, marketing
- c. **Preferred skills:** General Office skills
- d. **Preferred character traits:** personable, dependable, adaptable, time management, good written and verbal communication, attention the detail, and problem solver
- e. **Other:**

Salary: \$13.00

Work Hours: 10-15

Post Date: August 21, 2023

Closing Date: Until Filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
kelli.catale@cei.edu

1600 S. 25th E.
Idaho Falls, ID 83404
Phone: 208.535.5616