



## 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: Campus Safety**

### **Job Description: Work Study Students**

- a. **Duties:** Work dispatch and front counter in the Campus Safety Office. Answer phone calls for the department, use department issued radios to communicate with officers, dispatch Officers to calls for service, assist individuals with Lost and Found items, monitor campus cameras, keep dispatch log of calls taken.
- b. **Location: Campus Safety Office Building 1**
- c. **Department's function on the CEI Campus:** Patrol to keep campus safe and secure. Assist students, staff, faculty and visitors with calls for service, including medical incidents, student discipline, criminal incidents.
- d. **Other:** This department works closely with IFPD and will assist with criminal investigations and law enforcement training. Everything department related is confidential.

### **Qualifications:**

- a. **Preferred work schedule:** Coverage needed: Monday- Friday: 8:00am-12:00pm, 12:00pm-4:00pm, 4:00pm-8:00pm
- b. **Preferred work experience:**
- c. **Preferred skills:** Strong verbal skills, ability to use Microsoft Office Programs
- d. **Preferred character traits:** Approachable, motivated, ability to work with or without immediate supervision
- e. **Other:** Must have clean criminal record.

**Salary:** \$13.00

**Work Hours:** 19 hrs per week

**Post Date:** 3/15/2024

**Closing Date:** Until position is filled

### **To Apply Contact:**

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

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