



## 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:** Business

**Job Description:** Work-Study Students- Entry-level office assistant

- a. **Duties:** Assist instructors: copying, typing, mail delivery, helping with small projects, etc.
- b. **Location:** To be determined
- c. **Department's function on the CEI Campus:** Business instruction and program management
- d. **Other:** Interview to get more details for this awesome opportunity!

**Qualifications:**

- a. **Preferred work schedule:** Flexible
- b. **Preferred experience:** None required; knowledge of Word and PowerPoint may be helpful
- c. **Preferred skills:** Ability to follow instructions; ability to work independently when needed
- d. **Preferred character traits:** Honest and willing to learn
- e. **Other:** We are looking for someone who is positive and fun

**Salary:** \$11.00/hr

**Work Hours:** 10 hrs.

**Post Date:** July 30<sup>th</sup>, 2021

**Closing Date:** Until Filled

**To Apply Contact:**

Krysta Madrigal  
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