



## 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:** Health Professions

**Job Description:** Work-Study Students

- a. **Duties:** Clerical, Filing, answering and placing calls, greeting and assisting students, assist with set up and take down of nursing, medical assistant, and biology labs, updating division spreadsheets, making labels, correspondence and mailings, and other duties as assigned.
- b. **Location:** Health Professions Building 6.
- c. **Department's function on the CEI Campus:** Instruct CEI healthcare students.
- d. **Other:** Assist in SIM lab as needed.

**Qualifications:**

- a. **Preferred work schedule:** Flexible
- b. **Preferred work experience:** N/A
- c. **Preferred skills:** Good customer service, knowledge of Word and Excel is helpful
- d. **Preferred character traits:** Hard work ethic, professional, personable
- e. **Other:** This position is only open to **Non-Health Care** students

**Salary:** \$11.00/hr

**Work Hours:** 15 hrs.

**Post Date:** July 30, 2021

**Closing Date:** Until Filled

**To Apply Contact:**

Krysta Madrigal  
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