



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: Information Technologies

Job Description: Work-Study Students

- a. **Duties:** IT customer service and support in person and over the phone. Assist the IT staff in simple IT tasks as required.
- b. **Location:** IT Department – Bldg. 2 – RM 290
- c. **Department’s function on the CEI Campus:** IT Support Services
- d. **Other:** IT Support Services

Qualifications:

- a. **Preferred work schedule:** M-F, anytime between 8:00 AM to 5:00 PM.
- b. **Preferred work experience:** Some basic level of computer hardware and/or software knowledge, customer support / service experience in phone based and face to face scenarios.
- c. **Preferred skills:** Basic computer skills, telephone skills, verbal and written communication skills.
- d. **Preferred character traits:** Timely, logical, cheerful, energetic, willingness to work on any task assigned.
- e. **Other:** Work independently

Salary: \$11.00/hr

Work Hours: 15-19 hrs. Maximum

Post Date: July 30, 2021

Closing Date: Until position is filled

Contact Information:

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