



Work-Study Job Description

Financial Aid Office
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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: Online Learning Department

Job Description: Work Study Students

- a. **Duties:** Uploading old syllabi document to the Concourse cloud storage, testing and providing feedback on the online learning webpages, assisting full-time staff with online handout materials.
- b. **Location:** Idaho Fall Campus, Online learning department in building #6
- c. **Department's function on the CEI Campus:** Assist faculty and students with online learning.
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Any time 8 to 5pm throughout the week.
- b. **Preferred work experience:** Some level of technology usage and being comfortable using computers.
- c. **Preferred skills:** Basic computer usage skills
- d. **Preferred character traits:** An employee that is not afraid to ask questions and learn and be on time for scheduled tasks.
- e. **Other:**

Salary: 11.00/hr

Work Hours: 15-19

Post Date: January 20, 2022

Closing Date: Until Filled

To Apply Contact:

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