



## 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:** Student Affairs-Dean's Office

### **Job Description:**

- a. **Duties:** Assist with Student Life activities, set up and plan events, office assistance answering phones, hanging posters, research projects, social media advertising, etc.
- b. **Location:** Student Affairs, Bldg. 3 (RM 311), off campus for activities
- c. **Department's function on the CEI Campus:** Provide fun and informational activities for students at CEI
- d. **Other:** Help with other Student Affairs departments as needed

### **Qualifications:**

- a. **Preferred work schedule:** Weekdays, some Saturdays and evening may be required.
- b. **Preferred work experience:** Customer service skills, event planning
- c. **Preferred skills:** Attention to detail, flexible, dependable, organized
- d. **Preferred character traits:** Friendly and helpful with good organizational skills
- e. **Other:** We will train as needed

**Salary:** \$11.00/hr

**Work Hours:** 15-19 hours maximum

**Post Date:** July 30, 2021

**Closing Date:** Until position is filled

### **To Apply Contact:**

Krysta Madrigal  
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