



## 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:** College and Career Readiness

**Job Description:** Work Study CASAS Proctor

- a. **Duties:** Set up testing sessions, proctor CASAS eTests, clean up after testing, Manage student files other duties as assigned.
- b. **Location:** College and Career Readiness - 345
- c. **Department's function on the CEI Campus:** College and Career Readiness for Idaho's region 6
- d. **Other:** N/A

**Qualifications:**

- a. **Preferred work schedule:** Daytime and evening
- b. **Preferred work experience:** Customer service, office
- c. **Preferred skills:** Basic computer skills, good phone etiquette, student centered
- d. **Preferred character traits:** Dependable, strong communication skills, student centered
- e. **Other:** Bilingual is not required but always a plus.

**Salary:** \$13.00/hr

**Work Hours:** 15-19 maximum hrs.

**Post Date:** August 22, 2022

**Closing Date:** Until position is filled

**To Apply Contact:**

Kelli Catale  
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