



## Work-Study Job Description

Financial Aid Office  
Phone: (208) 535-5616  
Toll Free: 1-800-662-0261  
Fax: (208) 525-7026  
[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)

1600 S. 25<sup>th</sup> 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: Center for New Directions (Student Affairs)**

### **Job Description: Work Study Students**

- a. **Duties:** Assist with general office duties. Filing, greeting visitors, assembling packets, assisting with Bailey's Boutique and other CND projects.
- b. **Location:** CEI Main Campus, building 5, room 591
- c. **Department's function on the CEI Campus:** Career Services, Bailey's Boutique, other student support services.
- d. **Other:**

### **Qualifications:**

- a. **Preferred work schedule:** TBD (10 hrs per week)
- b. **Preferred work experience:** Customer service, office experience
- c. **Preferred skills:** General customer service skills, Word, general phone skills.
- d. **Preferred character traits:** Detail oriented, able to work with little supervision. Ability to maintain confidentiality and follow FERPA requirements is a must.
- e. **Other:**

**Salary:** \$13.00

**Work Hours:** 10

**Post Date:** August 22, 2022

**Closing Date:** Until Filled

### **To Apply Contact:**

Kelli Catale  
Financial Aid Advisor  
[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)  
1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404  
Phone: 208.535.5616