



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: College and Career Readiness

Job Description: Work Study Students/CCR Office Helper

- a. **Duties:** Answer phone, make appointments, respond to walk-in traffic, file, tidy the learning center, manage curriculum inventory
- 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
- b. **Preferred work experience:** Customer service, office
- c. **Preferred skills:** basic computer skills including Outlook, good phone etiquette
- d. **Preferred character traits:** friendly, customer service oriented, flexible, dependable
- e. **Other:** bilingual is preferred

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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