



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: Disability Resource Center

Job Description: Work-Study Student Note Taker

- a. **Duties:** Attend assigned classes and take notes based on instructor lecture and classroom discussion. Notes may be completed using any of the following methods: typed and emailed, legibly handwritten and photocopied, or by using carbon-copy paper.
- b. **Location:** CEI Idaho Falls Campus
- c. **Department's function on the CEI Campus:** Provide services to students with disabilities.

Qualifications:

- a. **Preferred work schedule:** Varies, based on student need.
- b. **Preferred work experience:** Track record of ability to take notes without losing focus
- c. **Preferred skills:** Ability to type, use email and/or Canvas, legible handwriting.
- d. **Preferred character traits:** Punctual, organized

Salary: \$13.00/hr

Work Hours: 10 hrs.

Post Date: August 22, 2022

Closing Date: Until position is filled

To Apply Contact:

Kelli Catale
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