



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
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: Student Affairs/Job Corps

Job Description: Work Study Students

- a. **Duties:** Mainly administrative support like filing, receipt, mileage and Homebase verification. May help with additional administrative tasks and some event planning.
- b. **Location: Building 3 Room 345B**
- c. **Department's function on the CEI Campus:** CEI Student Affairs strives to follow the mission of College of Eastern Idaho by providing efficient, student-centered services for all students, prospective students, faculty, staff, and community members
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Normal work hours, 8 am to 5 pm
- b. **Preferred work experience: Office experience is a plus**
- c. **Preferred skills:** Experience with excel, word, and basic office skills.
- d. **Preferred character traits:** Hardworking, honest, and reliable.
- e. **Other:**

Salary: \$13.00/hr

Work Hours: 15

Post Date: August 22, 2022

Closing Date: Until Filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
kelli.catale@cei.edu

1600 S. 25th E.
Idaho Falls, ID 83404
Phone: 208.535.5616