



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: Multicultural

Job Description: Work-Study Students

- a. **Duties:** Calling potential students, updating social media, mailings, assisting with materials and preparation for on and off campus events. Help assist with multicultural events, programs, and resources for CEI students. Work-study students will also have the opportunity to work alongside the Diversity Committee.
- b. **Location:** Student Affairs Bldg. 3
- c. **Department's function on the CEI Campus:** Student Affairs

Qualifications:

- a. **Preferred work schedule:** Mid to late afternoons (after 1 p.m. preferred)
- b. **Preferred skills:** Customer service skills and will train on other job duties
- c. **Preferred character traits:** Self-motivated, outgoing, friendly, dependable, and flexible
- d. **Other:** Ability to perform tasks independently

Salary: \$13.00/hr

Work Hours: 10 hrs.

Post Date: August 22, 2022

Closing Date: Until filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
kelli.catale@cei.edu
Phone: 208.535.5616