



## 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:** Student Affairs-Dean's Office

**Job Description:**

- a. **Duties:** Assist with Student Life activities, set up and plan events, office assistance answering phones, hanging posters, research projects, social media advertising, etc.
- b. **Location:** Student Affairs, Bldg. 3 (RM 311), off campus for activities
- c. **Department's function on the CEI Campus:** Provide fun and informational activities for students at CEI
- d. **Other:** Help with other Student Affairs departments as needed

**Qualifications:**

- a. **Preferred work schedule:** Weekdays, some Saturdays and evening may be required.
- b. **Preferred work experience:** Customer service skills, event planning
- c. **Preferred skills:** Attention to detail, flexible, dependable, organized
- d. **Preferred character traits:** Friendly and helpful with good organizational skills
- e. **Other:** We will train as needed

**Salary:** \$13.00/hr

**Work Hours:** 15-19 hours maximum

**Post Date:** August 22, 2022

**Closing Date:** Until position is filled

**To Apply Contact:**

Kelli Catale  
Financial Aid Advisor  
[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)  
Phone: 208.535.5616