



Work-Study Job Description

Financial Aid Office
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***** Applicants must be eligible for work study as part of their financial aid package to apply for this position.**

Department: General Education-The Tutoring Center

Job Description: Work-Study Student

- a. **Duties:** Greeting students, answering the phone, making appointments, answering student questions, entering data and tutoring.
- b. **Location:** CEI tutoring center (room 125)
- c. **Department's function on the CEI Campus:** Support students in their academic endeavors; collect data to support the Perkins Grant.
- d. **Other:** Help promote social distancing and mask use. Help with disinfecting to keep students and staff safe.

Qualifications:

- a. **Preferred work schedule:** Flexible
- b. **Preferred work experience:** Office experience, tutoring experience, or experience with computers would be helpful.
- c. **Preferred skills:** Some math, writing, computer and/or people skills would be helpful.
- d. **Preferred character traits:** Friendly and helpful with good organizational skills.
- e. **Other:** We will train as needed.

Salary: \$13.00/hr

Work Hours: 10-15 hrs.

Post Date: August 22, 2022

Closing Date: Until position is filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
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Phone: 208.535.5616

