



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: General Education-The Tutoring Center

Job Description: Work-Study Student

- a. **Duties:** Primary duty would be tutoring peers in subjects for which you have a teacher recommendation. Other duties might include: greeting students, answering the phone, and making appointments.
- 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.

Qualifications:

- a. **Preferred work schedule:** Flexible
- b. **Preferred work 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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