



# CEI Work Study Description

Financial Aid Office  
Phone: (208) 535 - 5616  
kelli.catale@cei.edu

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

**Department: Online Learning Department**

**Job Description: Online Peer Mentor (Work-Study)**

- a. **Duties:** Assist the Online Success Coach in contacting students who may need assistance. Examples of duties include making phone calls and maintaining positive mentoring relationships with students who opt-in to communications. Refer students to other campus resources as needed.
- b. **Location:** CEI building 6, Room 119
- c. **Department's function on the CEI Campus:** Support campus learning management system (Canvas), online course design and faculty professional development on online teaching and learning.

**Qualifications:**

- a. **Preferred work schedule:** Very flexible during appropriate times to make phone calls.
- b. **Preferred work experience:** Must have been a college student for at least one semester and have successfully completed at least one CEI online course. Customer service experience is a plus.
- c. **Preferred skills:** Microsoft office suite. Everything else will be taught.
- d. **Preferred abilities:** High level of communication abilities, comfortability making phone calls, attention to detail, and ability to work independently. Must be able to maintain confidentiality with student information (see FERPA guidelines for more info).

**Salary:** \$13.00

**Work Hours:** 10-15

**Post Date:** August 21, 2023

**Closing Date:** Until Filled

**To Apply Contact:**

Kelli Catale  
Financial Aid Advisor  
[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)  
1600 S. 25<sup>th</sup> E.  
Idaho Falls, ID 83404  
Phone: 208.535.5616