



## 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:** Library

**Job Description:** Student will help staff circulation desk, assist patrons with reference and technology questions, shelve and check library materials in and out and complete other projects as assigned. Candidate must have a good knowledge of computers and computer programs used on campus as he/she will have to answer student questions about computers.

- a. **Duties:** Circulate library materials, answer basic questions, process and shelve library material, other projects as assigned
- b. **Location:** Library, Bldg. 5 (RM 526)
- c. **Department's function on the CEI Campus:** Provide study and computer space for campus; provide research and study materials for fields of study; provide recreational reading for campus
- d. **Other:**

**Qualifications:**

- a. **Preferred work schedule:** Need mornings or afternoons (prefer 2-3 hour blocks )
- b. **Preferred work experience:** Library experience a plus, but not necessary
- c. **Preferred skills:** Good people skills, good computer skills, library experience a plus
- d. **Preferred character traits:** Works with anyone, patient, service oriented
- e. **Other:**

**Salary:** \$13.00/hr

**Work Hours:** 10-15 hrs.

**Post Date:** August 19, 2024

**Closing Date:** Until Filled

**Contact Information:**

Kelli Catale  
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