



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 Students

- a. **Duties:** Greeting students, answering the phone, making appointments, answering student questions, and entering data.
- b. **Location:** CEI Tutoring Center (Rooms 524 and 593)
- c. **Department's function on the CEI Campus:** Support students in their academic endeavors; collect data to support the Perkins Grant.
- d. **Other:** N/A

Qualifications:

- a. **Preferred work schedule:** Flexible between 9 AM and 8 PM
- b. **Preferred work experience:** Office experience or experience with computers would be helpful.
- c. **Preferred skills:** Computer and/or people skills would be preferred.
- d. **Preferred character traits:** Friendly, reliable, and helpful with good organizational skills.
- e. **Other:** We will train as needed.

Salary: \$13.00 per hour

Work Hours: 10-15 hours per week

Post Date: August 19, 2024

Closing Date: will vary

To Apply Contact:

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