



Work-Study Job Description

Financial Aid Office
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kelli.catale@cei.edu

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: Advising Office

Job Description: Work Study Students

- a. **Duties:** help students navigate self-service, create academic maps/plans, contact incoming/new students, answer questions, direct to campus resources as needed, offer tips to succeed in classes
- b. **Location:** Room 330
- c. **Department's function on the CEI Campus:** Academic advising for students
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Business hours
- b. **Preferred work experience:** None
- c. **Preferred skills:** good communication skills, knowledge of self-service and Canvas, basic knowledge of Microsoft 365, confident in use of internet/technology
- d. **Preferred character traits:** friendly, sociable, comfortable making phone calls
- e. **Other:**

Salary: \$13.00 per hour

Work Hours: 10-15 hour per week

Post Date: 1/13/2025

Closing Date: Until position is filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
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