



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: Health Sciences

Job Description: Work-Study Students

- a. **Duties:** Clerical, filing, scanning, answering and placing calls, greeting and assisting students, package and mail pick-up/delivery, assisting program managers with program specific projects and other duties as assigned.
- b. **Location:** Health Professions Building 6.
- c. **Department's function on the CEI Campus:** Instruct CEI healthcare students.

Qualifications:

- a. **Preferred work schedule:** Flexible
- b. **Preferred work experience:** N/A
- c. **Preferred skills:** Good customer service, knowledge of Word and Excel is helpful
- d. **Preferred character traits:** Hard work ethic, professional, personable
- e. **Other:** Student will need to complete FERPA and HIPPA training

Salary: \$13.00/hr

Work Hours: 15 hours/week

Post Date: July 1, 2023

Closing Date: Until Filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
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Phone: 208.535.5616