



Work-Study Job Description

Financial Aid Office
Phone: (208) 535-5447
Toll Free: 1-800-662-0261
Fax: (208) 525-7026

krysta.madrigal@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: Freshman Peer Mentor Work Study

- a. **Duties:** Contact incoming/new students, create academic maps/plans, answer questions, direct to campus resources as needed, offer tips to succeed in classes
- b. **Location:** Room 351
- 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, basic knowledge of Microsoft 365, confident in use of internet/technology
- d. **Preferred character traits:** Sociable, people-person, comfortable making phone calls
- e. **Other:**

Salary: Filled out by Financial Aid

Work Hours: Filled out by Financial Aid

Post Date: Filled out by Financial Aid

Closing Date: Filled out by Financial Aid

To Apply Contact:

Krysta Madrigal
Financial Aid Advisor
krysta.madrigal@cei.edu
1600 S. 25th E.
Idaho Falls, ID 83404
Phone: 208.535.5447