



## 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:** Multicultural

**Job Description:** Work-Study Students

- a. **Duties:** Calling potential students, updating social media, mailings, assisting with materials and preparation for on and off campus events. Help assist with multicultural events, programs, and resources for CEI students. Work-study students will also have the opportunity to work alongside the Diversity Committee and attend Diversity Committee Meetings.
- b. **Location:** Student Affairs Bldg. 3
- c. **Department's function on the CEI Campus:** Student Affairs

**Qualifications:**

- a. **Preferred work schedule:** Mid to late afternoons (after 1 p.m. preferred)
- b. **Preferred skills:** Customer service skills and will train on other job duties
- c. **Preferred character traits:** Self-motivated, outgoing, friendly, dependable, and flexible
- d. **Other:** Ability to perform tasks independently

**Salary:** \$13.00/hr

**Work Hours:** 10 hrs.

**Post Date:** August 22, 2022

**Closing Date:** Until filled

**To Apply Contact:**

Kelli Catale  
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