



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: Student Life

Job Description:

- a. **Duties:** Assist the student life coordinator with planning and implementing, cultural, academic, and recreational activities for students. Tasks include but are not limited to: set up equipment or events, create or solicit materials for events/activities, customer service, provide office assistance, create marketing materials, answering phones, hanging posters, social media advertising, etc.
- b. **Location:** Student Life office Rm 131, off campus for activities.
- c. **Department's function on the CEI Campus:** Provided fun and informational activities for students at CEI which assist in developing the students educational, social, and personal growth.
- d. **Other:** Help with other Student Life activities, such as Esports when necessary.

Qualifications:

- a. **Preferred work schedule:** Tues – Thursday with flexible hours during the week (activity and events times vary)
- b. **Preferred work experience:** Customer service skills
- c. **Preferred skills:** some knowledge in creating simple marketing materials such as flyers or posters
- d. **Preferred character traits:** Friendly and helpful with good organizational skills.
- e. **Other:** We will train as needed.

Salary: \$11.00/hr

Work Hours: 10-15 hrs.

Post Date: July 30, 2021

Closing Date: Until position is filled

To Apply Contact:

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