



Work-Study Job Description

Financial Aid Office
Phone: (208) 535-5311
Toll Free: 1-800-662-0261
Fax: (208) 525-7026
tiffany.cleverly@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: Custodial

Job Description: Work Study Students

- a. **Duties:** Vacuuming, mopping, buffing, cleaning hallways, classrooms, labs and entryways
- b. **Location:** CEI Buildings
- c. **Department's function on the CEI Campus:** Cleaning and the buildings
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Daily after 3pm
- b. **Preferred work experience:** General cleaning
- c. **Preferred skills:** Reliable
- d. **Preferred character traits:** Looking for dependable, reliable people
- e. **Other:**

Salary: \$8.50

Work Hours: 10-15 as approved

Post Date: August 20th

Closing Date: Until filled

To Apply Contact:

Tiffany Cleverly
Financial Aid Coordinator
tiffany.cleverly@cei.edu

1600 S. 25th E.
Idaho Falls, ID 83404
Direct Line: (208) 535-5311