



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: General Education

Job Description: Work Study Student

- a. **Duties:** Making copies, running errands to other buildings, straightening up, filing, scanning exams, answering phone & making appointments, watering plants, photocopying, entering data, etc.
- b. **Location:** Tutoring Center, Bldg.1 (RM 135)
- c. **Department's function on the CEI Campus:** Provide tutoring support for students
- d. **Other:** N/A

Qualifications:

- a. **Preferred work schedule:** Any time between 9:00 and 5:00, depending on student's schedule
- b. **Preferred work experience:** Office help
- c. **Preferred skills:** Basic office skills (see "duties" above) – we will also train
- d. **Preferred character traits:** Dependable, independent worker, can take instructions, can follow through on tasks, good telephone etiquette, self-starter, organized
- e. **Other:** Work study should possess overall good customer service skills and be discreet when dealing with student information.

Salary: \$8.50

Work Hours: 10-15 as approved

Post Date: August 20th

Closing Date: Until Filled

To Apply Contact:

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