



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: Health Professions

Job Description: Work Study Students

- a. **Duties:** Clerical, Filing, answering and placing calls, greeting and assisting students, assist with set up and take down of nursing, medical assistant, and biology labs, updating division spreadsheets, making labels, correspondence and mailings, and other duties as assigned.
- b. **Location:** Health Professions Building 6.
- c. **Department's function on the CEI Campus:** Instruct EITC healthcare students.
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Flexible
- b. **Preferred work experience:** N/A
- c. **Preferred skills:** Good customer service, knowledge of Word and Excel is helpful
- d. **Preferred character traits:** Hard work ethic, professional, personable
- e. **Other:** This position is only open to **Non-Health Care** students

Salary: \$8.50

Work Hours: 10-15

Post Date: January 2019

Closing Date: Until Filled

To Apply Contact:

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Financial Aid Coordinator
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