



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: Workforce Training & Community Education (WTCE)

Job Description: Work Study Students

- a. **Duties:** Provide customer services to CEI students, staff, and faculty. This will include providing potential students with information regarding classes, filing, answering the telephone, some word processing, assorted administrative projects, and other office specialist duties.
- b. **Location:** Lower Level of Building 1 room 10
- c. **Department's function on the CEI Campus:** Provide Workforce Training & Community Education classes to adult students.
- d. **Other:** Provide general assistance to all areas of Student Services as needed.

Qualifications:

- a. **Preferred work schedule:** 2-3 hours per day
- b. **Preferred work experience:** Employment or education in a business/office setting
- c. **Preferred skills:** Customer service, filing, organizing, working as a team player
- d. **Preferred character traits:** Able to multi-task and work under stressful conditions during the beginning of each semester.
- e. **Other:** N/A

Salary: \$8.50

Work Hours: 10

Post Date: January 2019

Closing Date: Until filled

To Apply Contact:

Tiffany Cleverly
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