



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 Affairs Admissions

Job Description: Work-Study Student. Student Office Help

- a. **Duties:** Answer phones, make appointments, respond to walk-in traffic, direct students, file, digital scanning, pulling files, filing back files, making copies, running errands to other buildings, entering data, and other duties as assigned, etc.
- b. **Location:** Student Affairs, Bldg. 3 (RM 300)
- c. **Department's function on the CEI Campus:** Student Services
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Mon-Fri Flexible with school schedule
- b. **Preferred work experience:** None
- c. **Preferred skills:** Basic computer skills including Outlook, good phone etiquette
- d. **Preferred character traits:** Diligent, friendly, dependable, flexible, accurate, customer service oriented, confidential.
- e. **Other:** Dress code is business casual.

Salary: \$11.00/hr

Work Hours: 15-19 hrs.

Post Date: July 30, 2021

Closing Date: Until Filled

Contact Information:

Krysta Madrigal
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