



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: Counseling Services

Job Description: Work-Study Student

- a. **Duties:** Greet students as they enter counseling services, make/cancel/reschedule appointments, check students in for appointments, answer phone calls, and other secretarial duties when needed
- b. **Location:** Building 3, Room 313
- c. **Department's function on the CEI Campus:** Counseling Services provides brief therapeutic services to registered students throughout the academic school year. Counseling Services also provide outreach presentations to classrooms, staff/faculty meetings, and consults with faculty and staff regarding emotional health issues or concerns regarding students.

Qualifications: (*Remember these are students and may not have advanced skills*)

- a. **Preferred work schedule:** Monday through Friday (any time between 9am – 4pm)
- b. **Preferred work experience:** Some experience with computers and answering phone calls
- c. **Preferred skills:** Typing skills, listening skills, and effective communication skills
- d. **Preferred character traits:** Attention to details, friendly, and flexible

Salary: \$11.00/hr

Work Hours: 15 hrs.

Post Date: July 30, 2021

Closing Date: Until position is filled

To Apply Contact:

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