



Work-Study Job Description

Financial Aid Office
Phone: (208) 535-5616
Toll Free: 1-800-662-0261
Fax: (208) 525-7026
kelli.catale@cei.edu
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: Creative Services

Job Description: Work-Study Students

- a. **Duties:** Assist in the production and delivery of various forms of media. Including the use of pre and post production equipment (all of which can easily be learned). Some lifting required. Adjustments can be made somewhat according to skill and ability. Various other duties as required. Working in a friendly clean environment.
- b. **Location:** Creative Services, Bldg. 2 (RM 285)
- c. **Department's function on the CEI Campus:** Creation and production of various forms of Quality Media for all departments on campus.
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Flexible between 8am and 5pm
- b. **Preferred work experience:** None Needed
- c. **Preferred skills:** Detail and Quality oriented and a desire to learn and work.
- d. **Preferred character traits:** Honest, punctual and dependable
- e. **Other:**

Salary: \$13.00/hr

Work Hours: 10-15 hrs

Post Date: August 22, 2024

Closing Date: Until Filled

To Apply Contact:

Kelli Catale
Financial Aid Advisor
kelli.catale@cei.edu
Phone: 208.535.5616