



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:

Job Description: Work Study Students

- a. **Duties:** help students navigate Self-Service, create academic maps/plans, contact incoming/new students, answer questions, direct to campus resources as needed, offer tips to succeed in classes
- b. **Location: Christofferson Building, room 330**
- c. **Department's function on the CEI Campus:** Academic Advising
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** regular CEI business hours
- b. **Preferred work experience:** None
- c. **Preferred skills:** good communication skills, knowledge of Self Service and canvas, basic Microsoft 365 knowledge, confident use of internet/technology
- d. **Preferred character traits:** comfortable receiving/making phone calls, friendly, sociable, be proactive in asking "how can I help today"

Other:

- a. Complete tasks with efficiency, assigned by supervisor, check in each workday
- b. Communicate with supervisor as early as possible to arrange adjustments to schedule
- c. Smart casual business attire

Salary: Filled out by Financial Aid

Work Hours: Filled out by Financial Aid

Post Date: Filled out by Financial Aid

Closing Date: Filled out by Financial Aid

To Apply Contact:

Kelli Catale
Financial Aid Advisor
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