



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: CEI Foundation

Job Description: Work Study Student

a. Duties:

- Assisting with general office duties - answering emails or phone, scanning or making copies, filing, assembling packets, some data entry
- Running errands to other buildings, hanging posters, helping set up for events
- Respond to social media
- Other Foundation projects or duties as assigned

b. Location: Building 3, Room 310

c. Department's function on the CEI Campus: Administration

d. Other:

Qualifications:

- Preferred work schedule:** TBD. Flexible 6-10 hrs. per week M - F (anytime between 9am – 4pm)
- Preferred work experience:** Some office experience, knowledge of Word, Excel may be helpful.
- Preferred skills:** General office and basic computer skills including - Outlook, Word, Excel; good phone etiquette; good people skills; effective communication skills; ability to follow instructions; ability to work independently when needed, familiarity with social media platforms.
- Preferred character traits:** Helpful, good organizational skills, reliable, honest, willingness to learn, able to work with little supervision, adaptable, detail oriented, good written and verbal communication, and the ability to problem solve. Ability to maintain confidentiality and follow FERPA requirements is a must.
- Other:**

Salary: \$13.00

Work Hours: 5-10 hours a week

Post Date: August 18, 2025

Closing Date: Until position is filled

To Apply Contact:

Kelli Catale

Financial Aid Advisor

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Idaho Falls, ID 83404

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