



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: College and Career Readiness

Job Description: Work study front desk support

- a. **Duties:** Answer incoming calls, direct student walk ins, Book check ins and out, File/Manage student files, Wipe down CCR tables, special projects as assigned by supervisor
- b. **Location:** College and Career Readiness - 345
- c. **Department's function on the CEI Campus:** College and Career Readiness for Idaho's region 6. GED, College Prep, and English as a Second Language (ESL).
- d. **Other:** N/A

Qualifications:

- a. **Preferred work schedule:** Daytime and evening
- b. **Preferred work experience:** Customer service, office
- c. **Preferred skills:** Basic computer skills, good phone etiquette, student centered
- d. **Preferred character traits:** Dependable, strong communication skills, student centered
- e. **Other:** Bilingual is not required but always a plus.

Salary: \$13.00/hr

Work Hours: 15-19 maximum hrs.

Post Date: August 22, 2025

Closing Date: Until position is filled

To Apply Contact:

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