



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: IT

Job Description: Work Study Students

- a. **Duties:** Scheduling, minute taking, data entry, project documentation, updating project management software and website, email drafts, stakeholder communications.
- b. **Location: IT Building 2**
- c. **Department's function on the CEI Campus:** Project Management
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Any
- b. **Preferred work experience:** Microsoft Suite
- c. **Preferred skills:** Written/Communication
- d. **Preferred character traits:**
- e. **Other:**

Salary: \$13.00 per hour

Work Hours: 15-19 hours per week

Post Date: August 19, 2025

Closing Date: will vary

To Apply Contact:

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