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: Information and Technology Department
Job Description: Work-Study Student

    a. **Duties:** Work with department faculty to meet goals and tasks as assigned, including technical work on department equipment and the Security Operations Center. Students will also have opportunities to work with the IT Helpdesk staff on simple tasks in a coordinated effort between the Department Chair and IT Helpdesk Manager. IT customer service, support, and phone assistance as needed. Students will be required to document processes that they take when working with college equipment or working with IT staff, if such documentation does not exist.

    b. **Location:** IT Department – Bldg. 2, rm. 290

    c. **Department's function on the CEI Campus:** Credit CTE training in IT and Cybersecurity

    d. **Other:** This work-study position will allow a student the entire semester to cross-train between academic business operations and IT/Cybersecurity. Ability to responsibly work independently.

Qualifications:

    a. **Preferred work schedule:** M-F, between 8AM – 5PM

    b. **Preferred work experience:** Business and office experience, and basic technology repair.

    c. **Preferred skills:** Basic technology skills, verbal and written skill, and basic business applications (i.e. windows, word, excel).

    d. **Preferred character traits:** Timely, forthright, responsible, outgoing, open minded, logical, willing to learn and work on new task.

    e. **Other:** CompTIA A+ certification

Salary: $13.00/hr

Work Hours: 15-19 maximum hrs.

Post Date: August 19, 2025

Closing Date: Until position is filled

To Apply Contact:

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