



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: Library

Job Description: Student will help staff circulation desk, assist patrons with reference and technology questions, shelve and check library materials in and out and complete other projects as assigned. Candidate must have a good knowledge of computers and computer programs used on campus as he/she will have to answer student questions about computers.

- a. **Duties:** Circulate library materials, answer basic questions, process and shelve library material, other projects as assigned
- b. **Location:** Library, Bldg. 5 (RM 526)
- c. **Department's function on the CEI Campus:** Provide study and computer space for campus; provide research and study materials for fields of study; provide recreational reading for campus
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Need mornings or afternoons (prefer 2-3 hour blocks)
- b. **Preferred work experience:** Library experience a plus, but not necessary
- c. **Preferred skills:** Good people skills, good computer skills, library experience a plus
- d. **Preferred character traits:** Works with anyone, patient, service oriented
- e. **Other:**

Salary: \$13.00/hr

Work Hours: 10-15 hrs.

Post Date: August 19, 2025

Closing Date: Until Filled

Contact Information:

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