



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: Student Affairs Front Desk

Job Description: Student Office Help

- a. **Duties:** Answer phone, respond to walk-in traffic, direct students, making copies, running errands to other buildings, entering data, and other duties as assigned.
- b. **Location:** Student Affairs, Bldg. 3 (RM 311)
- c. **Department's function on the CEI Campus:** Student Services
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Mon-Fri 9-12 and/or 1-5
- b. **Preferred work experience:** None
- c. **Preferred skills:** Basic computer skills including Outlook, good phone etiquette
- d. **Preferred character traits:** Diligent, friendly, dependable, flexible, accurate, customer service oriented, confidential.
- e. **Other:** Dress code is business casual.

Salary: \$13.00/hr

Work Hours: 10-15 hrs.

Post Date: August 22, 2025

Closing Date: Until Filled

Contact Information:

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