



## Work-Study Job Description

Financial Aid Office  
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1600 S. 25<sup>th</sup> 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: General Education – The Tutoring Center**

### **Job Description: Work Study Students**

- a. **Duties:** Greeting students, answering the phone, making appointments, answering student questions, and entering data.
- b. **Location:** CEI Tutoring Center (Rooms 524 and 593)
- c. **Department's function on the CEI Campus:** Support students in their academic endeavors; collect data to support the Perkins Grant.
- d. **Other:** N/A

### **Qualifications:**

- a. **Preferred work schedule:** Flexible between 9 AM and 8 PM
- b. **Preferred work experience:** Office experience or experience with computers would be helpful.
- c. **Preferred skills:** Computer and/or people skills would be preferred.
- d. **Preferred character traits:** Friendly, reliable, and helpful with good organizational skills.
- e. **Other:** We will train as needed.

**Salary:** \$13.00 per hour

**Work Hours:** 10-15 hours per week

**Post Date:** August 19, 2025

**Closing Date:** will vary

### **To Apply Contact:**

Kelli Catale  
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[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)

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