



## Work-Study Job Description

Financial Aid Office  
Phone: (208) 535-5616  
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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:** Business Office (Accounting)

**Job Description:** Work-Study Student

a. **Duties:**

- Maintain and create filing systems
- Participate in accounting software projects
- Support the issuance of student books
- Contribute to spirit store activities
- Provide general assistance as needed
- Develop and edit procedure manuals
- Perform scanning tasks
- Assist with the freight process
- Collaborate on special projects

b. **Location:** Business Office Room #309

c. **Department's function on the CEI Campus:**

Financial aid processing, Purchasing, Accounts Payable, Accounts Receivable, Collect Fees from students (Cashier), Tax Reporting (1098 and 1099), College asset inventory, Accounting, Financial statements and Audit, Grant billings, Spirit Store

d. **Other:**

**Qualifications:**

- a. **Preferred work schedule:** Between 8 am and 5 pm
- b. **Preferred work experience:** Some office experience. Some knowledge of Accounting, Knowledge of Microsoft Office products (Word, Excel)
- c. **Preferred skills:** Accounting, Ten-Key, Excel
- d. **Preferred character traits:** Reliable, attentive, punctual, good work ethic, good with numbers
- e. **Other:** Professional attire

**Salary:** \$13.00/hr

**Work Hours:** 15-19 maximum hrs.

**Post Date:** January 12, 2026

**Closing Date:** Until Filled

**To Apply Contact:**

Kelli Catale  
Financial Aid Advisor  
[kelli.catale@cei.edu](mailto:kelli.catale@cei.edu)  
Phone: 208.535.5616