



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: Online Learning Department

Job Description: Work Study Students

- a. **Duties:** Assisting online learning team on various projects, testing and providing feedback on the online learning webpages and software packages, and providing input and assisting with the creation of online handout materials for faculty and students.
- b. **Location:** Idaho Fall Campus, Online learning department in building #6
- c. **Department's function on the CEI Campus:** Assist faculty and students with online and digital learning and instructional technology.
- d. **Other:**

Qualifications:

- a. **Preferred work schedule:** Any time 8 to 5pm throughout the week.
- b. **Preferred work experience:** Some level of technology usage and being comfortable using computers.
- c. **Preferred skills:** Basic computer usage skills
- d. **Preferred character traits:** An employee that is not afraid to ask questions and learn and be on time for scheduled tasks.
- e. **Other:**

Salary: \$13.00/hr

Work Hours: 10-15 hours

Post Date: February 17, 2026

Closing Date: Until Filled

To Apply Contact:

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