



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:

Job Description: Work Study Students

a. Duties:

- a. Administrative support: Scanning files, printing and assembling papers and packets, preparing mailers, data maintenance
- b. Marketing: Scheduling social media, building emails, recording data and analytics
- c. Events: Event setup and assistance
- d. Other Foundation projects as assigned

b. Location: Building 3, Room 310

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

d. Other:

Qualifications:

- a. **Preferred work schedule:** Minimum commitment of 6-10 hours per week M-F, between 8 a.m. and 5 p.m.
- b. **Preferred work experience:** Some office experience.
- c. **Preferred skills:** General office and basic computer skills including Outlook, Word, Excel; effective communication and customer service skills; strong organizational skills; ability to follow instructions; ability to work independently when needed; familiarity with social media platforms. Ability to maintain confidentiality and follow FERPA requirements is a must.
- d. **Preferred character traits:** Reliable, willing to learn, interested in nonprofits and/or marketing, detail oriented, willing to take initiative and problem solve.
- e. **Other:**

Salary: Filled out by Financial Aid

Work Hours: Filled out by Financial Aid

Post Date: Filled out by Financial Aid

Closing Date: Filled out by Financial Aid

To Apply Contact:

Kelli Catale

Financial Aid Advisor

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