



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: Human Resources

Job Description: Work Study Students

a. Duties:

- Provide customer service and front desk support to employees and visitors.
- Assist employees with ID badge creation and distribution.
- Scan I-9 documents in accordance with confidentiality and I-9 requirements.
- Assemble orientation packets and materials for new employees.
- Print, file, copy, and organize HR documents.
- Assist with benefit-related administrative tasks.
- Support onboarding and orientation activities.
- Answer basic HR-related questions and direct individuals to appropriate resources.
- Perform other administrative and customer service duties as assigned.

b. Location: HR office, Building 1, room 125

c. Department's function on the CEI Campus: The Human Resources Department supports CEI employees throughout the employment lifecycle, including recruitment, onboarding, benefits administration, employee relations, compliance, training, and professional development. HR promotes a positive work environment while ensuring adherence to college policies and employment regulations.

d. Other: Opportunity to gain experience in human resources, office administration, and customer service. Position requires handling confidential and sensitive information with discretion.

Qualifications:

a. Preferred work schedule: Between 10-19 hours per week during normal business hours (Monday-Friday, 8:00 a.m. to 5:00 p.m.), with flexibility based on class schedules.

b. Preferred work experience: Customer Service

c. Preferred skills:

- Strong customer service and interpersonal communication skills.
- Basic computer proficiency, including Microsoft Office applications.
- Ability to organize and prioritize multiple tasks.
- Attention to detail and accuracy.
- Ability to maintain confidentiality.

d. Preferred character traits:

- Professional and dependable.
- Friendly and approachable.
- Service-oriented.
- Organized and detail-oriented.

- Self-motivated and willing to learn.
 - Trustworthy and able to handle sensitive information responsibly.
- e. **Other:**
- Interest in Human Resources, Business, or Office Administration is preferred but not required.

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:

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