



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

**WORK-STUDY JOB
DESCRIPTION FORM 2024-2025**

Job title: Student Assistant/ Student Housing Program

Pay Rate: \$ 16.00/hr.

Agency: Imperial Valley College Housing Program

Employment site: IVC Housing Program

Address: 380 Aten Rd. Imperial Ca 92251

Job skills and qualifications required:

Oral and written skills (English and Spanish), customer service skills, office skills, telephone skills,
knowledge of computer equipment and word processing, spreadsheets application software. Must
exhibit sensitivity and nonjudgemental attributes towards students who identify as: LGBTQIA+, Veteran,
Black or African American, Disabled, Foster Youth, Formerly Incarcerated and Student Athletes.

Job duties/Description:

Provide informtion regarding the Student Housing program to IVC students and the public. Perform
receptionist duties, schedule appointments with IVC students, answer telephone calls and directing
students to the different IVC departments.

Contact Supervisor: Joshua Lopez

Phone number: (760) 355-6527

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>8-5</u>	<u>8-5</u>	<u>8-5</u>	<u>8-5</u>	<u>8-5</u>

For Office Use Only

Date Received 08/23/2024 **Dept. Code** ZL150 **Fund** FCWS

Number of positions 1