



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

**WORK-STUDY JOB  
DESCRIPTION FORM 2023-2024**

Job title: Student Assistant/

Pay Rate: \$ 15.50/hr.

Agency: IVC Foundation

Employment site: William J. Thornburg Administration Building (IVC Building #10)

Address: 380 E Aten Rd., Imperial, CA 92251

Job skills and qualifications required:

Basic knowledge of computers, specifically MS Word, MS Excel, and internet browsers is required.

Possessing keyboarding (i. e. typing) skills is important as much of the work will be data entry.

The ability to answer initial phone calls to the Foundation and to forward to staff or take messags.

Ability to operate the office copier, folding machine & other equipment is important as well.

Job duties/Description:

The primary focus of the Foundation's Student Assitant is to assist office staff with data entry and

processing various forms. Additionally the Student Assistant may answer incoming phone calls to the

Foundation. Our Student Assistant will be assigned a work station, computer & printer.

Flexibility is possible when scheduling hours each week.

Contact Supervisor: Monica Rogers

Phone number: 760-355-6411

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>	<u>9-5pm</u>

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**For Office Use Only**

**Date Received** 5/15/2023

**Dept. Code** ZL061

**Fund** FCWS

**Number of positions** 1