



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.00/hr.

Agency: \_\_\_\_\_

Employment site: \_\_\_\_\_

Address: \_\_\_\_\_

Job skills and qualifications required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job duties/Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Supervisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Total hours per week: \_\_\_\_\_ (max 15 hours)

Preferred work schedule:     

Days: Monday      Tuesday      Wednesday      Thursday      Friday

Hours: \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_      \_\_\_\_\_

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**For Office Use Only**

**Date Received** \_\_\_\_\_      **Dept. Code** \_\_\_\_\_      **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_