



IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE

WORK-STUDY JOB
DESCRIPTION FORM 2024-2025

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: IVC Public Relations and Marketing

Employment site: Imperial Valley College, Bldg. 10

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

Job skills and qualifications required:

Strong written and verbal communication skills, knowledge of modern office practices and marketing techniques, strong attention to detail, ability to work independently and, as part of a team, excellent interpersonal skills

Job duties/Description:

Student assistants in the Public Relations and Marketing department will be responsible for assigned duties that support the department's overall objectives. These may include but are not limited to: assisting in maintaining the daily operations of the department, supporting event logistics, planning, and promotion, and contributing to the completion of campaigns, initiatives, and other tasks as assigned.

Contact Supervisor: Celeste Alvarez

Phone number: 760-355-6551

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

For Office Use Only

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Number of positions 1