

## WORK-STUDY JOB DESCRIPTION FORM 2024-2025

d work sched Monday 8-5	t: 15 dule: Tuesday 8-5 ********	For Office U	Thursday <u>8-5</u> *******	**********	***
d work sched  Monday  8-5	t: 15 dule: Tuesday 8-5	Wednesday <u>8-5</u> *******	Thursday <u>8-5</u> *******	8-5	***
d work sched  Monday  8-5	t: 15 dule: Tuesday 8-5	Wednesday 8-5	Thursday 8-5	8-5	***
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d work sched	t: 15 dule: Tuesday	Wednesday	Thursday	•	
ours per week	c: <u>15</u>	(max 15 hour	rs)		
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Supervisor:		Robles			
copies, sched	dule appointmen	t for specialist and	d counselors. A	ny additional job related dution	es
tudfents and	referring them to	o the departments	. Assist studen	s in printing different docume	<u>entatio</u>
ion and enrol	Iment procedure	es and regulations	, Answer teleph	none calls providing informati	on
taff at registra	ation, orientation	and other events	. Assist student	s at the counter, Explain	
es/Descriptio	on:				
ion, onentatio	II IO ASSISI SIUO	enis. Knowleage (	or computer pro	grams.	
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: 380 E Aten	Rd, Imperial, C	A 92251			
ment site: Imp	perial Valley College	e/Student Equity & Ach	nievement Program	Office	
: Student Equ	uity & Achievem	ent Program			
e: \$ <u>16.00/</u> hr	· •				
i i	Student Equation site: Import s	ment site: Imperial Valley College 380 E Aten Rd, Imperial, C s and qualifications required general clerical duties, this in the work, typing, data entry, and a speak both English and Spon, orientation to assist studies/Description:  aff at registration, orientation ion and enrollment procedure tudfents and referring them to copies, schedule appointment	Student Equity & Achievement Program ment site: Imperial Valley College/Student Equity & Achievement site: Imperial Valley College/Student Equity & Achievement site: Imperial Valley College/Student Equity & Achievement site: 380 E Aten Rd, Imperial, CA 92251  s and qualifications required: general clerical duties, this includes but is not en work, typing, data entry, answering the telephoral speak both English and Spanish. Knowledge on, orientation to assist students. Knowledge on, orientation to assist students. Knowledge of es/Description: aff at registration, orientation and other events ion and enrollment procedures and regulations tudfents and referring them to the departments	Student Equity & Achievement Program  ment site: Imperial Valley College/Student Equity & Achievement Program  : 380 E Aten Rd, Imperial, CA 92251  s and qualifications required: general clerical duties, this includes but is not limited to on-caer work, typing, data entry, answering the telephone, directing to speak both English and Spanish. Knowledge of matriculation on, orientation to assist students. Knowledge of computer program  es/Description: aff at registration, orientation and other events. Assist students ion and enrollment procedures and regulations, Answer telephoteudfents and referring them to the departments. Assist students copies, schedule appointment for specialist and counselors. A	Student Equity & Achievement Program  ment site: Imperial Valley College/Student Equity & Achievement Program Office  : 380 E Aten Rd, Imperial, CA 92251  s and qualifications required: general clerical duties, this includes but is not limited to on-campus deliveries, filing, or work, typing, data entry, answering the telephone, directing calls, and mail pick-up.  s speak both English and Spanish. Knowledge of matriculation process such as admission on, orientation to assist students. Knowledge of computer programs.  es/Description: aff at registration, orientation and other events. Assist students at the counter, Explain ion and enrollment procedures and regulations, Answer telephone calls providing informaticulations and referring them to the departments. Assist students in printing different docume copies, schedule appointment for specialist and counselors. Any additional job related duties.