



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2024-2025

Job title: Student Assistant/

Pay Rate: \$ 16.00/hr.

Agency: Student Equity & Achievement Program

Employment site: Imperial Valley College/Student Equity & Achievement Program Office

Address: 380 E Aten Rd, Imperial, CA 92251

Job skills and qualifications required:

Perform general clerical duties, this includes but is not limited to on-campus deliveries, filing,  
computer work, typing, data entry, answering the telephone, directing calls, and mail pick-up.

Ability to speak both English and Spanish. Knowledge of matriculation process such as admission  
application, orientation to assist students. Knowledge of computer programs.

Job duties/Description:

Assist staff at registration, orientation and other events. Assist students at the counter, Explain  
registration and enrollment procedures and regulations, Answer telephone calls providing information  
to the students and referring them to the departments. Assist students in printing different documentation  
making copies, schedule appointment for specialist and counselors. Any additional job related duties

Contact Supervisor: Lesly Tirado Robles

Phone number: 760-355-6450

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

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

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**For Office Use Only**

**Date Received** 9/20/2024

**Dept. Code** ZL147

**Fund** FCWS

**Number of positions** 1