



**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:

Must be familiar with Microsoft Suite (Word, Excel, PowerPoint, Teams, etc.)

Job duties/Description:

Contact Supervisor: _____

Phone number: _____

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday Tuesday Wednesday Thursday Friday

Hours: _____ _____ _____ _____ _____

For Office Use Only

Date Received _____ **Dept. Code** _____ **Fund** _____

Number of positions _____