



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

**WORK-STUDY JOB  
DESCRIPTION FORM 2025-2026**

Job title: Student Assistant/ District Counseling (Day and Evening Positions)

Pay Rate: \$ 16.50/hr.

Agency: Imperial Valley College

Employment site: District Counseling Center

Address: 380 E. Aten Road, Bldg. 100, Imperial CA 92251

Job skills and qualifications required:

Great verbal communication, customer service & interpersonal skills; Proper phone etiquette; General knowledge of office practices, procedures & equipment; Able to place documents in alpha & numeric order; Able to follow oral & written instructions; Able to multi-task & prioritize work; Knowledge of Zoom & online practices; Work with limited supervision; Able to maintain confidentiality & work with discretion

Job duties/Description:

Provide information and answer general student services questions in-person, by phone or via Zoom; Answer phone with online app or multi-line phone console; Co-host Counseling Zoom room; Schedule counseling appointments; Adjust counselor schedules using Starfish as needed; Transfer calls or redirect students to appropriate departments for further assistance

Contact Supervisor: Tiffany Tukes (tiffany.tukes@imperial.edu)

Phone number: (760) 355-6488

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>8am-7pm</u>	<u>8am-7pm</u>	<u>8am-7pm</u>	<u>8am-7pm</u>	<u>8am-7pm</u>

\*\*\*\*\*

**For Office Use Only**

Date Received 6/26/2025

Dept. Code ZL027

Fund FCWS

Number of positions 2