



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: Imperial Valley College

Employment site: MESA Program

Address: 380 E. Aten Rd., Building 4100, Imperial CA 92251

Job skills and qualifications required:

Great customer service skills. Friendly and excellent team player. Basic computer skills and knowledge
of microsoft office. Great organizational and communication skills. Maintain confidentiality. Bilingual in
English and Spanish preferred, but not required.

Job duties/Description:

Greet students and visitors in the front counter. Answer phone calls, direct calls or take messages.
Schedule appointments for orientation or any meetings with program staff. Send email notifications.
Maintain student digital folders and data entry. Clean and organize office.

Contact Supervisor: Janeth Corona

Phone number: 760-355-6333

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>

For Office Use Only

Date Received 05/21/2025

Dept. Code ZL156

Fund FCWS

Number of positions 1