



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

**WORK-STUDY JOB
DESCRIPTION FORM 2024-2025**

Job title: Student Assistant/

Pay Rate: \$ 16.00/hr.

Agency: IVC Campus Store

Employment site: Campus Store

Address: 380 E Aten rd Imperial, CA 92251

Job skills and qualifications required:

General computer skills, Customer Service skills

Job duties/Description:

The Student Assistant focuses on providing exceptional customer service.
Greets customers, assists customers with store inquiries, answers the phone and/or directs callers, and
rings up purchases using the POS system. Use safe money-handling procedures and secure transaction
practices. Assist with training new team members. Ensures the sales floor is fully stocked and items price

Contact Supervisor: Francisco J. Menchaca

Phone number: 760-355-4457

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>9-5</u>	<u>9-5</u>	<u>9-5</u>	<u>9-5</u>	<u>9-1</u>

For Office Use Only

Date Received 8/29/2024 **Dept. Code** ZL060 **Fund** FEWS

Number of positions 1