



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ M&O Department

Pay Rate: \$ 16.00/hr.

Agency: Imperial Valley College M&O Department

Employment site: IVC M&O

Address: 380 E. Aten Rd. Imperial CA 92251

**Job skills and qualifications required:**

Knowledge of shop safety procedures.

Knowledge of basic hand tools (proper use and care)

Knowledge of shop equipment (proper use and care)

**Job duties/Description:**

Clean parts, change tires, battery maintenance, check fluid levels and change oil.

Contact Supervisor: Wesley Chronister

Phone number: 760-355-6376

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>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

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**For Office Use Only**

**Date Received** 08/20/2024      **Dept. Code** ZL077      **Fund** FCWS

**Number of positions** 1