



IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE

WORK-STUDY JOB  
DESCRIPTION FORM 2024-2025

Job title: Student Assistant/ NextUp Student Assistant

Pay Rate: \$ 16.00/hr.

Agency: EOPS/CARE/NEXTUP PROGRAMS

Employment site: IMPERIAL VALLEY COLLEGE/EOPS/CARE/NEXTUP PROGRAMS

Address: 380 E. ATEN RD.. IMPERIAL. CA 92251

Job skills and qualifications required:

Operate office equipment such as facsimile machine, copy machine, calculator, operate telephone ring central system, Customer skills, bilingual (English and Spanish), knowledge of computer programs, Modern office practices, procedures and equipment, including letter and report writing, financial and and statistical record-keeping, receptionist and telephone techniques.

Job duties/Description:

Assist students at the counter, Explain registration and enrollment procedures and regulations, Answer telephone calls providing information to the students and referring them to the departments, Assist students in printing different documentation, making copies, Schedule appointment for the counselors, Prepare and maintain physical student's folders with the information needed.

Contact Supervisor: Douglas Rosette

Phone number: 760-457-2063

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>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-5</u>	<u>8-5</u>

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**For Office Use Only**

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

**Number of positions**