



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.00/hr.

Agency: \_\_\_\_\_

Employment site: \_\_\_\_\_

Address: \_\_\_\_\_

Job skills and qualifications required:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Job duties/Description:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Contact Supervisor: \_\_\_\_\_

Phone number: \_\_\_\_\_

Total hours per week: \_\_\_\_\_ (max 15 hours)

Preferred work schedule:           

Days:   Monday       Tuesday       Wednesday       Thursday       Friday

Hours:                                                                               

\*\*\*\*\*

**For Office Use Only**

**Date Received** \_\_\_\_\_       **Dept. Code** \_\_\_\_\_       **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_