



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.00/hr.

Agency: UC San Diego EAOP

Employment site: Calexico, El Centro and/or Imperial

Address: 600 South Wilson Street, Room 4, El Centro CA 92243

Job skills and qualifications required:

Strong Intrapersonal skills and ability to build report with diverse student populations.

Excellent communication skills, both verbal and written.

Ability to maintain confidentiality and handle sensitive information with discretion

Bilingual Preferred, but not necessary

Job duties/Description:

Input data in agency software

ability to respond e-mails, phone calls and in person appointments

Be able to file in alphabetical order documentation

Experience working in higher education

Contact Supervisor: Ernesto Zepeda

Phone number: 858-899-4208 or 760-455-1173

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>8-5</u>	<u>8-5</u>	<u>8-5</u>	<u>8-5</u>	<u>8-5</u>

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Date Received 08/14/2025 **Dept. Code** ZE076 **Fund** FAWS/CWWS

Number of positions 5