



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Tutor

Pay Rate: \$ 16.00/hr.

Agency: UC San Diego EAOP

Employment site: Calexico or El Centro

Address: 600 Wilson Street, Room #4, El Centro CA

Job skills and qualifications required:

Strong Intrapersonal skills and ability to report to diverse population.

Excellent communication skills, both verbal and written.

Ability to maintain confidentiality and handle sensitive information

Bilingual preferred, but not necessary

Job duties/Description:

Meet individually with students to discuss their academic goals, interests, and concerns

Provide Math tutoring to Jr High or 9th Grade High School Students

Assist with seminars, workshops and other activities based on school site.

Experience working with Higher education or co-op programs

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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**For Office Use Only**

**Date Received** 08/15/2024      **Dept. Code** ZE097      **Fund** ARWS

**Number of positions** 1