



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ CARE 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: MIRELLA CITAL/CARLA VILLA

Phone number: 760-355-6263

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>8-6</u>	<u>8-6</u>	<u>8-6</u>	<u>8-5</u>	<u>8-5</u>

For Office Use Only

Date Received 8/12/2024 **Dept. Code** ZL034 **Fund** FEWS

Number of positions 1