



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

**WORK-STUDY JOB  
DESCRIPTION FORM 2021-2022**

Job title: Student Assistant/

Starting salary: \$ 14.00/hr. Effective Jan. 1st, 2022: \$15.00/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** \_\_\_\_\_