



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Basketball Team Assistant

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

Agency: Imperial Valley College

Employment site: Exercise Science, Wellness, Sport Dept/ Men's Basketball

Address: 380 E. Aten Rd

Job skills and qualifications required:

Must have great communication skills. Has the ability to work on Microsoft programs (Excel, Word).

Student has the knowledge to work on Canvas and navigate through the courses materials.

Student must have some knowledge of setup and breakdown of basketball equipment used in practices.

Job duties/Description:

Student will assist prepping for class activities and helping score online classes. Student will be required to help with all clerical work and basketball related activities that needs to be completed.

Students will be tasked with some Canvas based work (grading, reading, updates)

Contact Supervisor: Andrew Robinson

Phone number: 760-355-6167

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Hours:	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>	<u>TBD</u>

For Office Use Only

Date Received 07/13/2021 **Dept. Code** ZL016 **Fund** FCWS

Number of positions 1