



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

**WORK-STUDY JOB
DESCRIPTION FORM 2025-2026**

Job title: Student Assistant/ Parking Attendant

Pay Rate: \$ 16.50/hr.

Agency: Imperial Valley College

Employment site: Campus Safety and Parking Control Office (2603)

Address: 380 East Aten Road Ca 92251

Job skills and qualifications required:

Customer Service, attention to detailed, strong communication, fast learner.

Driver License, be able to lift and carry up to 30 lbs.

Job duties/Description:

To enforce the parking rules and regulations of the Imperial Valley College District.

Ensure the efficient and safe flow of traffic. Issue citations, reserved parking lots.

Interact with staff, visitors and students.

Contact Supervisor: Valerie Hudson

Phone number: 760-355-6436

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>7:30 am to 10pm</u>	<u>7:30 am to 10pm</u>	<u>7:30 am to 10pm</u>	<u>7:30 am to 10pm</u>	<u>7:30 am to 10pm</u>

For Office Use Only

Date Received 8/18/2025 **Dept. Code** ZL083 **Fund** FCWS & FAWS

Number of positions 2 & 5