



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ President's Office

Pay Rate: \$ 16.50/hr.

Agency: Imperial Community College District

Employment site: Superintendent/President's Office

Address: 380 E. Aten Rd Imperial, CA 92251

Job skills and qualifications required:

Professional communication, organization and time management. Proficiency with Microsoft Office,
office equipment (printers, copiers), and filing. Attention to detail and accuracy, professional
customer service, discretion and confidentiality.

Job duties/Description:

Clerical support to the President's Office. Duties include handling communication, maintaining records,
assist with filing, scanning, and copying documents. Support office staff with college events, meetings,
and projects as needed. Greet visitors, direct them to appropriate staff, and route phone calls. Maintain
confidentiality, and perform other office tasks as assigned by supervisor.

Contact Supervisor: Mabel Vargas

Phone number: 760-355-6219

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

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

For Office Use Only

Date Received 6/30/2025 **Dept. Code** ZL155 **Fund** FCWS

Number of positions 1