



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Library Student Assistant

Pay Rate: \$ 16.50/hr.

Agency: Library and Learning Services

Employment site: Spencer Library

Address: Imperial Valley College - Building 1500

Job skills and qualifications required:

Alpha numeric filing skills, computer knowledge, English Speaking, light typing, customer services skills.

Job duties/Description:

Student will assist with the processing of library materials, shelving library materials, light typing and
computer data entry, tagging, taking inventory of the Spencer Library collection. Perform other duties as
assigned.

Contact Supervisor: Mireille Kotoklo

Phone number: 760-355-6186

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>8am-8pm</u>	<u>8am-8pm</u>	<u>8am-8pm</u>	<u>8am-8pm</u>	<u>8am-5pm</u>

For Office Use Only

Date Received 02/24/2025 Dept. Code ZL118 Fund FCWS

Number of positions 1