



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: UCSD-CalSOAP

Employment site: Imperial Valley College & local HighSchool

Address: 380 E Aten Imperial Ca 92251

Job skills and qualifications required:

Must complete UCSD trainings and adhere to all school site and CalSOAP policies and procedures.

Job duties/Description:

Motive high school students to consider higher education opportunities. Discuss student's post-
secondary options: university, community college, trade school. Share the nature of the college
experience with students, locating college information and financial aid. Help students complete college
apps and financial aid forms. Proactively create different ways to interact and discuss college topics.

Contact Supervisor: Martha Singh

Phone number: 760-355-063

Total hours per week: 15 hours (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>8-3pm</u>	<u>8-3pm</u>	<u>8-3pm</u>	<u>8-3pm</u>	<u>8-3pm</u>

For Office Use Only

Date Received 8/26/2025

Dept. Code ZI019

Fund FAWS

Number of positions 3