



IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE

WORK-STUDY JOB
DESCRIPTION FORM 2025-2026

Job title: Student Assistant/ Academic Mentor

Pay Rate: \$ 16.50/hr.

Agency: University of California, San Diego

Employment site: School Site (Calexico, El Centro, Imperial)

Address: 600Wilson

Job skills and qualifications required:

Excellent Communication skills, both verbal and written

Ability to maintain confidentiality and handle sensitive information with discretion

Bilingual Preferred, but not necessary

Job duties/Description:

Provide tutoring in Math and meet with students individually to discuss academic goals

Assists with workshops, seminars, and other educational programs based on school site

Experience working in higher education or co-op programs.

Contact Supervisor: Ernesto Zepeda

Phone number: 760-455-1173

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

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

For Office Use Only

Date Received 5/28/2025

Dept. Code ZE076

Fund FAWS

Number of positions 3