



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ ~~16.50~~/hr. **\$16.90**

Agency: Admissions & Records

Employment site: Imperial Valley College

Address: William J. Thornburg Administration Center, Building 10

**Job skills and qualifications required:**

Operate a computer, oral and written communication skills, able to file, bilingual preferred.  
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\_\_\_\_\_

**Job duties/Description:**

Provide information and assistance to students whom are applying or registering for classes.  
Sorting and or filing various documents, answering phones, other office tasks as required.  
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\_\_\_\_\_

Contact Supervisor: Gloria Grijalva, Yareli Rivera

Phone number: (760) 355-6497

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>8:00 am-6:00 pm</u>	<u>8:00 am-6:00 pm</u>	<u>8:00 am-6:00 pm</u>	<u>8:00 am-6:00 pm</u>	<u>8:00 am-5:00 pm</u>

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**For Office Use Only**

**Date Received** 03/24/2026      **Dept. Code** ZL114      **Fund** FCWS

**Number of positions** 1