



IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE

WORK-STUDY JOB
DESCRIPTION FORM 2025-2026

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: _____

Employment site: _____

Address: _____

Job skills and qualifications required:

Job duties/Description:

Contact Supervisor: _____

Phone number: _____

Total hours per week: _____ (max 15 hours)

Preferred work schedule:

Days: Monday Tuesday Wednesday Thursday Friday
Hours: _____ _____ _____ _____ _____

For Office Use Only

Date Received _____ **Dept. Code** _____ **Fund** _____

Number of positions _____