IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE

WORK-STUDY JOB DESCRIPTION FORM 2025-2026

Job title: Student Assistant/ Purchasing Department

Pay Rate: $ 16.90/hr.

Agency: Imperial Valley College

Employment site: Purchasing Department

Address: 380 E Aten Road

Job skills and qualifications required:

Self motivated, work with minimal supervision, lift boxes, work in variable weather conditions and good attitude, valid driver license

Job duties/Description:

Assist in receiving, deliveries of packages, inventory and office duties. Assist in maintaining IVC vans and golf carts clean; and maintain warehouse clean.

Contact Supervisor: Raque Gonzalez

Phone number: 760-355-6370

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	8am-5pm	8am-5pm	8am-5pm	8am-5pm	8am-5pm

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For Office Use Only

Date Received 01/07/2026 **Dept. Code** ZL121 **Fund** FCWS

Number of positions 1