



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Arts, Letters & Learning Services

Pay Rate: \$ 16.50/hr.

Agency: Imperial Valley College

Employment site: Arts, Letters & Learning Services

Address: 380 E. Aten Rd. Imperial, CA 92251 (Building 2700)

Job skills and qualifications required:

Great communication skills. Knowledge of Microsoft Office, office equipment (copiers, scanner, etc.).

Professional customer service/receptionist skills.

Job duties/Description:

Clerical support to the ALLS Division(English, ESL, Humanities & WLCS). Assist office staff with student and faculty support, department events, meetings and projects as needed. Drop/Pick up mail for sorting and distribution, deliver paperwork/items to other offices. Check out/in music practice rooms key cards.

Contact Supervisor: Dr. Hector Garza

Phone number: (760) 355-6337

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 7/30/2025

Dept. Code ZL131

Fund CWWS/FCWS

Number of positions 1