



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

**WORK-STUDY JOB
DESCRIPTION FORM 2024-2025**

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: IVC Public Information Office

Employment site: Imperial Valley College, Bldg. 10

Address: 380 E. Aten Rd. Imperial, CA 92251

Job skills and qualifications required:

Strong written and verbal communication skills, excellent time management, knowledge of modern office practices & marketing techniques, ability to work independently & follow instructions, strong interpersonal skills and attention to detail,

Job duties/Description:

Student assistants in the Public Information Office will be responsible for assigned duties that support the department's overall objectives. These may include but are not limited to: assist in maintaining daily operations, supporting event logistics/planning/promotion, contributing to the completion of campaigns, initiatives, projects & other tasks as assigned.

Contact Supervisor: Celeste Alvarez

Phone number: 760-355-6551

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>	<u>3</u>

For Office Use Only

Date Received 7/14/2025 **Dept. Code** ZL157 **Fund** FCWS

Number of positions 1