



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Purchasing Department

Pay Rate: \$ 16.50/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:	<u>Monday</u>	<u>Tuesday</u>	<u>Wednesday</u>	<u>Thursday</u>	<u>Friday</u>
Hours:	<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>	<u>8am-5pm</u>

For Office Use Only

Date Received 5/22/2025 **Dept. Code** ZL121 **Fund** FCWS

Number of positions 2