



IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE

WORK-STUDY JOB
DESCRIPTION FORM 2025-2026

Job title: Student Assistant/ Library Student Assistant

Pay Rate: \$ 16.50/hr.

Agency: Library and Learning Services

Employment site: Spencer Library

Address: IVC 380 E Aten Rd. building 1500

Job skills and qualifications required:

Alpha numeric filing skills, computer knowledge, English Speaking, light typing, customer services skills.

Job duties/Description:

Student will assist with the processing of library materials, shelving library materials, light typing and
computer data entry, tagging, taking inventory of the Spencer Library collection. Perform other duties as
assigned.

Contact Supervisor: Mireille Kotoklo

Phone number: mireille.kotoklo@imperial.edu

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>8am-8pm</u>	<u>8am-8pm</u>	<u>8am - 8pm</u>	<u>8am - 8pm</u>	<u>8am-5pm</u>

For Office Use Only

Date Received 5/22/2025

Dept. Code ZL118

Fund FCWS

Number of positions 3