



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

**WORK-STUDY JOB
DESCRIPTION FORM 2023-2024**

Job title: Student Assistant/ Computer Lab Assistant

Pay Rate: \$ 15.50/hr.

Agency: Disability Support Program and Services

Employment site: Imperial Valley College

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

Job skills and qualifications required:

Knowledge of zoom, Canvas and Webstar. Basic understanding of Microsoft Office. Ability to support
DSPS students with compassion and patience.

Desirable, but not required qualifications: Experience working with students with disabilities.

Job duties/Description:

Greet and assist students access basic programs like Microsoft Office, Google Docs, Canvas, Webstar,
typing programs, Internet and accessible software as needed.

Contact Supervisor: Jeremy Wyatt

Phone number: 760-335-6406

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 06/21/2023 **Dept. Code** ZL031 **Fund** FCWS

Number of positions 4