



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Maintenance and Operations Department

Pay Rate: \$ 16.50/hr

Agency: Imperial Valley College - Maintenance and Operations Department

Employment site: Imperial Valley College - Maintenance and Operations Department

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

Job skills and qualifications required:

Knowledge of shop safety procedures

Knowledge of basic hand tools (proper use and care)

Knowledge of shop equipment (proper use and care)

Job duties/Description:

Clean parts, change tires, battery maintenance, check fluid levels and change oils.

Contact Supervisor: Wesley Chronister

Phone number: 760-355-6376

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 03/10/2026 Dept. Code ZL077 Fund FCWS

Number of positions 1