



**IMPERIAL VALLEY COLLEGE  
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/

Pay Rate: \$ 16.50/hr.

Agency: \_\_\_\_\_

Employment site: Pioneers' Museum

Address: \_\_\_\_\_

**Job skills and qualifications required:**

Demonstrate strong written, oral, and interpersonal communication skills.

Understand, follow, and effectively communicate oral and written instructions, policies, and procedures.

Show proficiency in, or willingness to learn, relevant software such as Microsoft 365, Adobe Creative Suite, WordPress, and Canva.

**Job duties/Description:**

Support collections care, including cataloguing, digitization, environmental monitoring, and pest management.

Assist in exhibition research, design, installation, and routine maintenance of galleries and shared spaces.

Help with educational programs, special events, and public outreach efforts.

Contribute to museum communications, including phone/email handling, social media, and basic IT/web support.

Contact Supervisor: Angela Herrera

Phone number: 760-352-3211

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days:	Monday	Tuesday	Wednesday	Thursday	Friday
Hours:	<u>10-2</u>	<u>10-2</u>	<u>10-2</u>	<u>10-2</u>	<u>10-2</u>

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**For Office Use Only**

**Date Received** \_\_\_\_\_ **Dept. Code** \_\_\_\_\_ **Fund** \_\_\_\_\_

**Number of positions** \_\_\_\_\_