



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Payroll

Pay Rate: \$ 16.90/hr.

Agency: Imperial Valley College

Employment site: Payroll Office

Address: 380 East Aten Rd. Imperial, CA 92251

Job skills and qualifications required:

Strong attention to detail and accuracy, basic computer skills including Microsoft Excel and Word,
Ability to follow written instructions and procedures. Good communication skills. Dependable, organized
and punctual. Ability to work independently and as part of a team. Willingness to learn.

Job duties/Description:

Assist payroll staff with clerical and administrative support. Review documents for completeness and
accuracy. Organize, scan and file payroll related documents. Assist with data entry and spreadsheet
preparation. Maintain confidentiality of information. Assist with employee inquiries by routing questions
to appropriate staff. Perform other related duties assigned in support of payroll operations.

Contact Supervisor: Maria Lockas

Phone number: 760-355-6570

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 01/28/2026

Dept. Code ZL062

Fund FCWS

Number of positions 1