

WORK-STUDY JOB DESCRIPTION FORM 2024-2025

Job title:	Student, Assistant/
000 010101	

Pay Rate: \$ 16.50/hr

Agency Library and Learning Services

Employment site

Address: Imperial Valley College - 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 Mreille Kotoklo

Phone number: 760-355-6186

Total hours per week: (max 15 hours)

Preferred work schedule:

