



**IMPERIAL VALLEY COLLEGE
FINANCIAL AID OFFICE**

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

Job title: Student Assistant/ Traffic Controller

Pay Rate: \$ 15.50/hr.

Agency: City of Calexico

Employment site: Calexico Police Dept./Traffic Division

Address: 420 E. Fifth St./123 Paulin Ave., Calexico, CA 92231

Job skills and qualifications required:

Required to work Monday thru Friday, Saturday, Sunday . Required valid CA drivers license Class C. Required to be fluent in English and Spanish verbally and written. Have good communication skills to be able to interact with the general public, city officials and outside agencies.

Job duties/Description:

Required to follow Rules and Regulations of the Calexico Police Dept. Able to lift up to 50 lbs. Able to withstand variable weather conditions: heat,cold,wind and rain. Able to stand for long periods of time. Able to communicate with a walkie talkie. Able to utilize hand tools. Direct and control automobile traffic. Perform minor repairs to parking meters. Clean parking meters.Paint parking meter poles.

Contact Supervisor: Olivia Lopez

Phone number: (760)758-2140 ext 173

Total hours per week: 15 (max 15 hours)

Preferred work schedule:

Days: Monday	Tuesday	Wednesday	Thursday	Friday
Hours: <u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>	<u>afternoon</u>

For Office Use Only

Date Received 6/21/2023

Dept. Code ZC016

Fund FAWS

Number of positions 3