

2026-27
MVC Student Employment
Position Request Instructions

The Position Request Form notifies Student Employment of the requested position and required details of the position within the department. This request includes duties the students will be performing in a position, manager and contact person(s) for the position, and posting details. **This form is required EACH academic year. The approved form must be submitted before hire paperwork can be processed.**

Here are some tips and guidelines to consider when completing the form:

1. **Department/Site** is the name of the hiring department and site is the location.
Example: Admissions & Records/MVC or Engagement Center/BCEC.
2. A **Manager** or Director must be listed. The **contact person** can be the manager or another designated staff or faculty member.
3. The **Category** is the Student Aide level that is tied to certain general skills and a pay range (Student Aide I, II, III, IV, V). *See Student Employment Job Categories.*
4. Please select the **Funding Source** applicable to the position (can be more than one).
Federal Work Study funds are a first-come, first-serve award for eligible students. Provide the Budget Code for Department funding and ensure you have sufficient funds to cover the position.
5. **Posting/Closing dates** are for recruitment purposes through the RCCD Job Board. The average posting time is about 2-3 weeks. *Requests to re-open the position for additional applicants can be made via email to studentemployment@mvc.edu.*
6. The **Job Description** on the Job Request form will include the basic functions to be performed in the position. The Job Description form should include the specific job duties and required qualifications. If specific job duties are not listed the form will be returned for correction.
7. The Manager/Director/Dean is required to sign and date the form.
8. You can submit it to the **Student Employment Office** by email or in person:

MVC Student Employment
Welcome Center, Window 9
16130 Lasselle Street, Moreno Valley, CA 92551
PH: (951)571-6294 studentemployment@mvc.edu

MVC STUDENT EMPLOYMENT JOB CATEGORIES (Effective July 1, 2026 – June 30, 2027)

LEVELS	DESCRIPTION	EXAMPLES OF ASSIGNMENTS	RATES OF PAY
Student Aide I	Performs a variety of unskilled clerical &/or manual duties for a specific work area. Work is performed under close supervision. Work is assigned and student receives detailed instruction. No experience at all is required. Job details are learned from supervisor or classified staff members.	Food Services worker, area attendant, laborer, ticket taker, usher, locker room attendant, general clerk, Copy Room Attendant, mail distributor, Art gallery attendant, file clerk, Lab Aide, Instructional Aide, DSPS Aide, Student Clerk, IMC Aide, Journalism Aide, Circulation Aide, Library Aide, Student Ambassador, Health program Aide, Recital Assistant, Athletic Field Aide, Sports Program Aide, College Police Aides, lifeguard I.	\$16.90 per hour
Student Aide II	Performs a variety of clerical &/or manual related duties that are usually semi-skilled in nature and may require only limited skill, training or experience. Learns role on the job. Requires basic knowledge of administrative activities and procedures within work area. Exchanges information with co-workers, staff within the District and the community. May require completion of certain courses to qualify.	Classroom Aide, Public Safety Program Aide, Tutor, Museum Aide, Stage Hands, Middle School Liaisons, Outreach Aides, Student Role Players for special programs, Clerical Assistants, College Police Assistants, Lifeguard II.	\$17.00 to \$17.75 per hour
Student Aide III	Performs a variety of skilled duties in support of administrative and academic projects. Performs clerical and manual duties that require some specialized skill level. Typically requires some experience related to the assignment or special education in the area of assignment. Requires knowledge of the District/College programs and services.	Study Group Leader, Educational Assistant, Sports Program Coordinator, Specialized Tutors, group tutors, Computer Aides, light and sound technicians, Computer Network Assistants, Sports officials, Child program Aides, Automotive Assistants.	\$18.00 to \$18.75 per hour
Student Aide IV	Performs a variety of duties requiring advanced knowledge of subject in support of administrative or academic projects or functions. Requires knowledge of how program/work unit function and fit into the District or College programs. Gathers, integrates and interprets information.	Media Center delivery assistants, Special Student Program Assistant (Puente, Umoja), Lab Specialist, Stem Mentors, advanced tutors.	\$19.00 to \$19.75 per hour
Student Aide V	Performs a variety of complex duties in support of administrative and academic projects/functions. Requires more extensive experience and subject matter expertise to be successful. May do advanced and complex research for department assigned to. Developing and working with contacts outside of the work unit is common.	Media Center Student Production Assistants, Media Center Student Technicians, Business Associates, Computer Specialist, Project Specialist.	\$20.00 to \$20.75 per hour

**2026-2027 Moreno Valley College
Student Employment Position Request Form**

**Positions cannot exist through Human Resources*

Department/Site:		Requested Number of Positions:	Federal Work Study CalWORKs Work Study Department Funded
Manager:		Contact Person:	
Manager Phone Number:		Contact Person Phone Number:	
Manager Email:		Contact Person Email:	
Category: <i>Choose one per request form.</i> <i>*Educational Assistants are approved by Academic Senate</i>	Student Aide I Student Aide II Student Aide III Student Aide IV Educational Assistant* Student Aide V <i>(See List of Job Categories and Pay Ranges)</i>	Position Title:	 <i>(Examples: Student Clerk, Student Assistant, Peer Mentor, Tutor, etc...)</i>
Funding Source: (Mark all that apply)	Federal Work Study Department Funding CalWORKs with Federal Work Study CalWORKs with Department Funding	Post Position to RCCD Job Board?	YES NO Posting Date: Closing Date:
Department Funding Budget Code(s):			
Off-Campus Site (provide mailing address):			
Worksite Address (if different):			
Position Description: Please explain below the basic functions to be performed in this position. Under the Direction of: _____			
Dept or Offsite Approval: <i>Dean/Director/Manager Signature:</i>		Date:	
College Approval: <i>(if required)</i> <i>VP or President Signature:</i>		Date:	
District Dept Approval: <i>(if required)</i> <i>VC Signature</i>		Date:	
FOR SE OFFICE USE ONLY			
JOB ID #		FUND SOURCE:	
COMPLETED BY:		DATE:	

Moreno Valley College

Student Employee Position Description

CATEGORY: Student Aide _____ (see link below for corresponding position examples)

<https://mvc.edu/admissions-aid/financial-aid/student-employment/student-titles-and-pay.php>

POSITION TITLE (i.e. Peer Ambassador, Tutor, Lab Aide, etc.): _____

DEPARTMENT: _____

POSITION TYPE: Student Employment, Part-Time, As Needed, Temporary

POSITION DUTIES: *(Please list a minimum of 3 to 5 duties the student will be performing in this position. Include more if necessary)*

KNOWLEDGE, ABILITIES and MINIMUM QUALIFICATIONS: **Do NOT include if training can and/or will be provided to meet the position needs OR any qualifications that are necessary for the position.** *EX: English 1A with grade of B or higher, Food Handler Certificate, Pass TB Test, Pass criminal background check.*

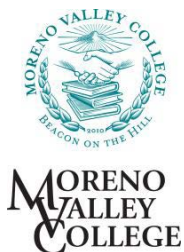
WORKING CONDITIONS and PHYSICAL ABILITIES: *(EX: occasionally outdoors, closed office environment, working with the public, include any physical demands of the position, i.e. lifting X amount of weight, moving, typing, etc.)*

CONDITIONS OF EMPLOYMENT:

1. Positions are only available to Moreno Valley Students who have Moreno Valley College as their Home College.
2. Must be enrolled in at least half-time units (Fall/Spring-at least 6 units; Winter/Summer-at least 3 units).
3. Must maintain a Cumulative Grade Point Average (CGPA) of 2.0.
4. IF funded by Federal Work Study (FWS) Grant and/or CalWORKs Work Study (CWS) Grant, students must maintain eligibility requirements to maintain employment in the position.

OTHER CONDITIONS:

1. Hours will vary based on student's class schedule, availability and department needs. Student employees cannot exceed 20 hours per week, 8 hours per day or work during scheduled class time.
2. All Student Employment positions are contingent upon funding. Should funding become unavailable or exhausted, the position may be terminated temporarily until an/or if funding becomes available.
3. All Student Employment positions following the academic fiscal calendar, beginning on the date of hire in the academic year and ending June 30 of the academic year or when funding runs out (whichever comes first). All student employees may apply for Rehire at the start of each academic year (July 1).



STUDENT EMPLOYMENT AUTHORIZED SIGNATURE FORM

In an effort to assure that paperwork is signed by authorized personnel from your department/site, please complete this form and return it to the Student Employment Office (SEO). If more than one designee is needed for the same department/site please complete a change of authorized signature form to add a signature to your department/site file.

If you have any questions or concerns, you may contact Student Employment at (951) 571-6294.

Academic Year 20____/20____

Name of Department/Site

Date of Authorization

Designated Authorization

The following person is authorized to approve and sign paperwork on a **regular basis**.

Name of Designee

(Please type)

Signature of Designee

Temporary/Emergency Authorization

In the event of an emergency and the above designee and the approval signer are not available for signature, the following person is authorized to approve and sign paperwork **as an alternate**.

Name of Designee

(Please type)

Signature of Designee

Approval Signature

By signing below, I authorize the persons above to approve and sign paperwork necessary in employing students in my department or worksite.

If the above names change, please request a **“Change of Authorized Signature”** form.

Name of Dean, Director, Manager, **(Please type)**
Principal, Asst. Principal, Dept. Head.

Signature of Dean, Director, Manager,
Principal, Asst. Principal, Dept. Head.