

2024-2025

MVC Student Employment Job Request Instructions

The Job Request Form notifies Student Employment of the duties the students will be performing in a position, who the manager and contact persons are for the position, and lets us know if the manager requires it to be posted, when to post it, and for how long. This form is required **EACH** fiscal 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 or site is the name of the hiring department such as Performing Arts and the Division, for example, would be music or theatre.
2. A manager or director must be listed. The contact person can be the manager or other designated staff or faculty member.
3. The job category is tied to certain general skills and a pay range. Choose a category from the drop-down menu (Student Aide I, II, III, IV, V). You will find the list of job categories and pay ranges attached.
4. Please choose the funding type from the drop-down window.
5. Please list if you want the position posted, when to post, and the post-closing date. The average posting time is about two weeks. Requests to re-open the position for additional applicants must be made in writing.
6. The job description should list a detailed set of job duties and required qualifications such as certifications or specific classes. If specific job duties are not listed the form will be returned for correction. If you need more room, please type up the job description and duties on a separate word document and submit it with the form.
7. The manager is required to sign and date the form. There are several lines to choose from depending on the title of the manager overseeing the position.
8. The position description will need to include the job category, job title, hiring department, 3-5 representative duties, at least one for each in knowledge and abilities, any minimum qualifications, at least one working condition, and at least one physical ability.
9. You can submit to the Student Employment Office by email, fax, or in person:

MVC Student Employment
Welcome Center, Window 9
16130 Lasselle Street, Moreno Valley, CA 92551
PH: (951)571-6294 Fax: (951)571-6365
micaela.murphy@mvc.edu

MVC STUDENT EMPLOYMENT JOB CATEGORIES (Effective July 1, 2024 – June 30, 2025)

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.	\$16.00 to \$16.75 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, Ujima), 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

***NOTE: POSITION OR DUTIES CANNOT EXIST THROUGH HUMAN RESOURCES**

2024-25

**Moreno Valley College
Student Employment Job Request**

Department / Site:		Division:	
Manager:		Contact Person:	
Manager Phone Number:		Contact Person Phone Number:	
Manager Email Address:		Contact Person Email Address:	
Job Category: Choose one per Request Form (Student Aide I – V)		*Job Title: (Student Clerk, Peer Mentor, etc)	
Funding Source: FWS, Dept Funds, Both		Post Position? Y or N	
Posting Date: (if applicable)		Closing Date:	
		If Yes - During Summer, Fall or both?	

Is there multiple departments you will hiring for in your division? If yes please list them below.

	<i>Note: each department/division may have multiple student positions with different duties. (i.e. Academic support house Tutorial AND Supplemental Instruction). Please include a different JD for each position you would like to hire for.</i>
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Job Description

Please complete the 2nd page which includes a template for A standardized job description.

OFFICE USE ONLY

Reviewed By:		Date:	
Approved By:		Date:	
Job ID #		Fund Source	
Job ID #		Fund Source	
Job ID #		Fund Source	
Job ID #		Fund Source	
Completed by:		Date:	

MORENO VALLEY COLLEGE
STUDENT EMPLOYEE POSITION DESCRIPTION

JOB CATEGORY TITLE: Student Aide _____ (see link below for corresponding position examples)
<https://mvc.edu/admissions-aid/financial-aid/student-employment/student-titles-and-pay.php>

BASIC FUNCTION: Under the direction of the department manager or area Dean, Student Aide _____ performs.... *(will be filled in by the basic description provided in link above)*

JOB TITLE: (i.e. Peer Ambassador, Tutor Assistant, Lab aid, etc): _____

DEPARTMENT: _____

JOB TYPE: Student Employment, Part Time, As Needed, temporary

REPRESENTATIVE DUTIES: *(Please include a minimum of 3 to 5 duties the student will be performing. Include more if necessary)*

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
- 7.

KNOWLEDGE AND ABILITIES: *(Include required and/or preferred knowledge that the position would require students to know. i.e. Knowledge of social media, proficiency in software programs, ability to type so many WPM, perform research related assessment, etc. Do not include if training can/and will be provided to meet the requirement to do the job. This section is for knowledge you would want the employee to come into the position WITH).*

- 1.
- 2.
- 3.
- 4.
- 5.

MINIMUM QUALIFICATIONS: *(Include courses that may need to be completed, grades required for the courses, license, or education). Ex: English 1 A with grade of B or higher (example), Food Handler Cert., . Pass TB test, Pass criminal background check.*

- 1.
- 2.
- 3.
- 4.

WORKING CONDITIONS: *(outdoors exposed to elements? Occasionally? Daily? Working with public? Closed office environment?)*

- 1.
- 2.
- 3.

PHYSICAL Abilities: *(include any physical demands lifting, maximum weight lifting, moving, pushing, reaching, bending, typing, speaking, seeing, etc).*

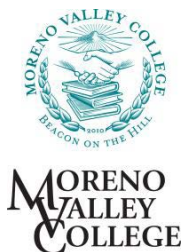
- 1.
- 2.
- 3.
- 4.

CONDITIONS OF EMPLOYMENT:

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

OTHER:

1. Hours will vary based on student's class schedule, availability and department needs. Student employees cannot exceed 20 hours a week, 8 hours a day or work during schedule class time.
2. All student employment positions are contingent upon funding. Should funding become unavailable or exhausted, the position may be terminated temporarily until funding becomes available, if it becomes available.
3. All Student Employment positions following the academic fiscal calendar, beginning on 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 Re-Hire at the start of each fiscal year.



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.