

## 2025-26

# MVC Student Employment Job Request Instructions

The Job 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 persons for the position, and job posting details. 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/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 **Job Category** is Student Aide level that is tied to certain general skills and a pay range (Student Aide I, II, III, IV, V). You will find the list of job categories and pay ranges attached.
4. Please choose the **Funding Source** from the drop-down window. Federal Work Study funds are a first-come, first-serve award for eligible students. If using Department funds, ensure you have funds to cover the position for the year and provide the budget code.
5. Please complete the **Posting/Closing dates** for recruitment purposes. 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](mailto: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 is required to sign and date the form.
8. 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  
[studentemployment@mvc.edu](mailto:studentemployment@mvc.edu)

# MVC STUDENT EMPLOYMENT JOB CATEGORIES (Effective July 1, 2025 – June 30, 2026)

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.	\$16.50 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, 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

## 2025-2026 Moreno Valley College Student Employment Job Request Form

\*Positions cannot exist through Human Resources

<b>Department/Site:</b>		<b>Requested Number of Positions:</b>	
<b>Manager:</b>		<b>Contact Person:</b>	
<b>Manager Phone Number:</b>		<b>Contact Person Phone Number:</b>	
<b>Manager Email:</b>		<b>Contact Person Email:</b>	
<b>Job Category:</b> <i>Choose one per request form. (See List of Job Categories and Pay Ranges attached)</i>		<b>Job Title:</b> <i>(Samples: Student Clerk, Student Assistant, Peer Mentor, Tutor, etc...)</i>	
<b>Funding Source:</b> *FWS *Dept/District Funds *Combination of Funds	Department Budget Code:	<b>Post position to RCCD Job Board?</b> Yes  No	<b>If YES, complete dates below:</b>  <b>Requested Job Posting Date:</b>  <b>Requested Job Closing Date:</b>
<b>Off-Campus Site:</b> RCCD                      City of _____ MVUSD                    County of _____ Val Verde USD          Other _____		<b>Worksite Address:</b>	
<b>Job Description:</b> Please explain below the basic functions to be performed in this position. Under the Direction of: _____			
<b>Dept or Offsite Approval:</b> <i>Dean/Director/Manager Signature:</i>			<b>Date:</b>
<b>College Approval:</b> (if required) <i>VP or President Signature:</i>			<b>Date:</b>
<b>District Dept Approval:</b> (if required) <i>VC Signature</i>			<b>Date:</b>
<b>FOR SE OFFICE USE ONLY</b>			
<b>JOB ID #</b>		<b>HR ID #</b>	<b>FUND SOURCE:</b>
<b>COMPLETED BY:</b>		<b>DATE:</b>	

**Moreno Valley College**  
**2025-26 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>

**JOB 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 AND ABILITIES:** *(Include required and/or preferred knowledge that the position would require students to know prior to employment, i.e. knowledge of social media, proficiency in software programs, ability to type X WPM, etc.) Do NOT include if training can and/or will be provided to meet the position needs.*

**MINIMUM QUALIFICATIONS:** *(List at least ONE qualification. Include courses and/or grades that may need to be completed, licenses, certificates, or education) EX: English 1A with grade of B or higher, Food Handler Certificate, Pass TB Test, Pass criminal background check. Do NOT include qualifications that are not necessary for the position.*

**WORKING CONDITIONS:** *(List at least ONE condition necessary to the position, i.e. occasionally outdoors, closed office environment, working with the public, etc. Include more if necessary)*

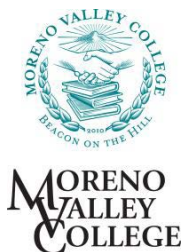
**PHYSICAL ABILITIES:** *(List at least ONE physical ability. Include any physical demands of the position, i.e. lifting X amount of weight, moving, typing, etc.)*

**CONDITIONS OF EMPLOYMENT:**

1. Jobs 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.