

Student Worker (IVC - Student Equity & Student Life)
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=261611>

Downloaded On: Dec. 11, 2025 6:54pm

Posted Aug. 25, 2025, set to expire Jan. 28, 2026

Job Title Student Worker (IVC - Student Equity & Student Life)

Department

Institution South Orange County Community College District
Mission Viejo, California

Date Posted Aug. 25, 2025

Application Deadline Open until filled

Position Start Date Available immediately

Job Categories Student Aide/Worker

Academic Field(s) Student Services

Job Website <https://www.schooljobs.com/careers/socccd/jobs/5043131/student-worker-ivc-student-equity-student-life>

Apply By Email

Job Description

SUMMARY DESCRIPTION

The Student Worker for the Student Equity and Student Life Office supports a wide range of activities and services that promote equity, inclusion, student engagement, and campus life. This position assists in the day-to-day operations of the Student Activities Center, including the front desk, game room, and Equity and Inclusion Center. The Student Worker will actively participate in outreach efforts, event planning, and peer support activities that foster an inclusive and welcoming environment for all students.

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REPRESENTATIVE DUTIES

Assist with the daily operation of the Student Activities Center, including managing front desk tasks, monitoring the game room, and supporting the Equity and Inclusion Center.

Participate in student equity outreach, such as tabling at events, distributing resources, and engaging with students about available programs.

Attend planning meetings for events and programs organized by the Student Equity and Student Life Office.

Support event logistics including setup, staffing, and cleanup for workshops, cultural events, and student programs.

Provide peer-to-peer support to students interested in learning more about equity initiatives, programs, and resources.

Maintain cleanliness and organization of shared spaces and materials.

Assist with clerical duties such as answering phones, responding to emails, data entry, and updating promotional materials.

Collaborate with fellow student workers and staff; may be cross-trained to support Basic Needs and Student Life functions as needed.

QUALIFICATIONS

Knowledge of:

Principles of diversity, equity, and inclusion in a college setting.

General office practices and customer service techniques.

Campus resources and student support services (training provided).

Event planning basics and outreach strategies.

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Skills and Abilities to:

Communicate effectively and respectfully with individuals from diverse backgrounds.

Provide quality customer service in a welcoming and inclusive manner.

Work both independently and as part of a team.

Manage time effectively and balance multiple tasks and priorities.

Learn and use office equipment and software (e.g., email, printing, calendars).

Maintain confidentiality and professionalism in handling student interactions.

Report to work on a regular and consistent basis, as scheduled, to the assigned job.

EDUCATION:

Applicants must be a currently enrolled student at Irvine Valley College, taking 12 or more units during Fall and Spring semesters and 6 or more units during Summer sessions.

Must maintain good academic standing and meet eligibility for student employment.

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

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