

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2022-2023 FAFSA for employment. You must be enrolled in at least 6 units in fall term. All requirements must be complete for your financial aid file, you must not be in a disqualified status for financial aid, and you must have sufficient unmet financial need (determined by the financial aid office).

How to Apply:

1. Confirm your eligibility with the financial aid office first by emailing us a lpcfinaid@laspositascollege.edu
2. Determine the positions you are interested in and contact the person indicated under each position directly by email.
3. Submit a resume and your available work hours to the contact person indicated below for each job description.

FINANCIAL AID STUDENT ASSISTANT: \$15.50/ per hour 15-20 hours/week.

Flexible hours but must have at least 12 hours available to work between 9am – 5pm Monday – Friday.

- ✓ Heavy customer service assistance with students and the public at our front windows and by phone.
- ✓ Assist with mailings, heavy scanning and indexing of documents, filing, typing folder labels.
- ✓ Accurate and meticulous keyboarding skills required.
- ✓ Good intuitive computer skills with windows-based software.
- ✓ Must be able to work professionally with the public and have a mature attitude and a pleasant approachable demeanor.
- ✓ Must be very detail oriented and accurate, and be able to multi-task, be able to work under limited supervision and set appropriate priorities on a daily basis.
- ✓ Must be reliable.
- ✓ Must have excellent customer service skills and be very patient.
- ✓ Prefer student with prior clerical/office/customer service experience. Because of the intensive training involved, you **must be continuing at LPC for at least three more semesters.**

Email Andi Schreibman, aschreibman@laspositascollege.edu. Drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Friday.

ACADEMIC SERVICES VICE PRESIDENT'S OFFICE ASSISTANT: 5-20 hours/week & \$15.00/per hour

Applicant should have some experience doing database entry, typing, working with PDFs, and cross-referencing materials. Must be detail-oriented and work with limited distraction. Computer and internet access required, provided in VPAS office (1600 building). We welcome students from all disciplines.

- ✓ The student assistant(s) will work in the VP of Academic Services (VPAS) office.
- ✓ Help with several projects.
- ✓ Data entry will be done in LPC's CurricUNET database (e.g., Distance Education addendums, ISER work).
- ✓ Will utilize Canvas and Google Sheets in tandem—to reference PDF files, copy/paste, and track progress for the team's reference.
- ✓ You will receive training from VPAS employees, who are also available for check-in meetings and troubleshooting.
- ✓ Student Assistant may also greet VPAS visitors and assist with other office tasks.
- ✓ Other office tasks as assigned.

Email Elizabeth McWhorter, emcwhorter@laspositascollege.edu

Business, Social Science, & Learning Resources (BSSL) Division STUDENT ASSISTANT: \$15.00/ per hour 5-10 hours/week. Monday-Friday between 8-4pm.

- ✓ Assist the senior Administrative Assistant and/or Division Dean with the basic function of daily operations for division to include:
- ✓ Assist with research, creating and maintaining spreadsheets and documents.
- ✓ Photocopying, scanning, filing, and other duties as assigned.
- ✓ Assist with preparing evaluation packets for instructors.
- ✓ Help with reviewing and compiling information.
- ✓ Assist with minor duties related to events and/or activities that occur in the Division.
- ✓ Work with students, faculty, and the public to provide good customer service.
- ✓ Must have good customer service skills and understanding of office procedures.
- ✓ Experience with Microsoft Word and Excel (spreadsheets) Google Drive (Google Doc, sheets, forms)
- ✓ Must be reliable, detail-oriented, willing to learn, work independently and collaboratively.
- ✓ Provide commitment to confidentiality.

Email Aubrie Ross, arross@laspositacollege.edu

VETERANS FIRST OFFICE ASSISTANT: \$15.50/ per hour 10-20 hours/week.

Respond to telephone and personal inquiries from veterans, military personnel, and students applying for or participating in VA education benefits programs and provide detailed and accurate information.

- ✓ Must be proficient with Excel, Word, PowerPoint, and Adobe Reader.
 - ✓ Have basic knowledge and trainable utilizing scanning system and accurately filing forms and documents electronically.
 - ✓ Strong customer/student services are required.
 - ✓ Filing, photocopying and mailing documents and education forms.
 - ✓ Preparing outreach information (flyers, brochures, newsletters) for distribution.
 - ✓ Assisting with enrollment certification to the VA; Perform Orientations of the college to new Veterans attending LPC.
 - ✓ Provide service with veteran projects as needed.
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- ✓ The student is a key support person for the veteran's office and must have the ability to speak and write effectively.
 - ✓ must be able to prioritize and work well under pressure.
 - ✓ Be able to work independently and as part of a team. Must have a high level of initiative, interest in Veterans programs.
 - ✓ Must be reliable and able to retain detailed program information. Because of the intensive training involved, you must be continuing at LPC for at least three semesters.

Email Evelyn Andrews, eandrews@laspositacollege.edu

CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT (FRONT DESK): 15 – 20 hours/week, \$15.00/per hour

Under direction of the Center Director, this individual will be the first point of contact for families and children. Must be friendly, outgoing and have service-oriented attitude. Willing to learn and take on new tasks. Team member in supporting the operations of the Child Development Center and Lab School on the campus of Las Positas College.

- ✓ Assist at the front desk greeting visitors and answering phones with respect and tact. Take accurate and legible messages for the ECE Specialist (s) and/or Center Director. Keep Front lobby area clean and organized.
- ✓ Assist the Center Director with files, in-house audit reviews, supplies, mail, etc.
- ✓ Be a positive role-model of professionalism at all times by following all policies and procedures.
- ✓ Assist in creating information forms, newsletters, documents boards, classroom/center activities or other assignments.
- ✓ Monitor and maintain a safe and healthy indoor classroom environment and outdoor play-yard on a regular basis.
- ✓ Learn and understand policies, procedures, functions and requirements of the Child Development Center and Lab Program.
- ✓ Satisfy the mandatory physical and background checks as required by community care licensing.
- ✓ Professionally represent the Child Development Center at all times.
- ✓ Performs other duties, please see job description.

Email Angela Lopez, alopez@laspositascollege.edu

CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT FOR OFFICE/PRESCHOOL OR TODDLER CLASSROOM: 15 – 20 hours/week, \$15.00/per hour

Under direction of the Early Childhood Specialist(s), Early Childhood Specialist Assistant(s) and Center Director, the Child Development Center Student Assistant Functions as a team member in supervision, care and facilitation of toddler and preschool age children in the Child Development Center and Lab Program on the campus of Las Positas College.

- ✓ Assist in the implementation of developmentally appropriate curriculum and high-quality care to children.
- ✓ Assist in facilitation children's individual development through observation anecdotal notes and assessments.
- ✓ Encourage children to develop self-help, social and cognitive skills through direct interaction.
- ✓ Visually supervise children at all times, never leaving them unattended.
- ✓ Be a positive role-model of professionalism at all times by following all policies and procedures.
- ✓ Greet all families and children in friendly manner.
- ✓ Assist in creating information forms, newsletters, documentations boards, classroom/center activities or other assignments. Conduct inventory and inform ECE Specialist(s) when items are running low and/or need replaced.
- ✓ Monitor and maintain a safe and healthy indoor classroom environment and outdoor play-yard on a regular basis. Report any unsafe conditions of equipment or the facility, and child incidents/injuries to an ECE Specialist and/or the Center Director.

Contact Angela Lopez for more specific job duties, responsibilities and expectations, 424-1575

Email Angela Lopez, alopez@laspositascollege.edu