

Las Positas College Federal Workstudy Jobs Available

Updated August 15, 2017

Work on campus inbetween your classes. To qualify, you must have filed a 20172018 FAFSA, have sufficient unmet financial need, have submitted all forms required to complete your 201718 financial aid file, not be in a disqualified status, and maintain enrollment in at least 6 units. Contact the financial aid office to see if you qualify.

How to Apply:

- 1. Confirm your eligibility with the financial aid office first.**
- 2. Determine the positions you are interested in and contact the person indicated under each position directly.**
- 3. Submit a **resume** and your **available work hours** to the person indicated under each position.**

ADMISSIONS AND RECORDS/Online Service Center \$11.00/hour 10 – 20 hours/week

Student will provide support to the Admissions & Records staff with clerical and computer entry duties and will provide information to the public and help students with registration process. Provide support for the Admissions & Records staff as needed with various projects, mail pickup and delivery, run errands on campus, mass mailings, scanning and indexing documents, filing, typing folder labels, customer service assistance with students and the public by phone and at the front counter. Good intuitive computer skills with windows based software. Must be reliable. Mature attitude, pleasant and approachable demeanor, able to work well with the public. Able to work under limited supervision. Must be detail-oriented, accurate, and be able to multitask. Answer daily emails, pull voicemails from system and answer or delegate appropriately, answer phones & take messages, assist students in Online Service Center, must be familiar with current Excel, Word, email programs, navigation of college website and CLASSWeb. **Contact Maria PenaBradford, Admissions and Records Office Building 1600, 424-1543; drop off resume and available work hours.**

Arts & Humanities Division Student Assistant (ALSS) 10 - 15 hours/wk \$10.50/hour

Student must understand and be willing to work with students, faculty, and the public and be able to provide good customer service. The student must have a basic understanding of word processing, using a copy machine and answering the phone. **Job Duties:** Assisting the Administrative Assistant and/or Division Dean with the basic function of daily operations in the office. Assist with answering phone calls and directing student, faculty and the community to the right resources. Assisting the administrative assistant with photocopying, picking up and dropping off mail, front counter services and minor clerical duties. Assist with minor duties related to events and/or activities that occur in the Division. **Contact Ralitsa Ivanova Olsson, Building 4000, Room 4111, 4241383; drop off resume and available fall work hours.**

MSEPS DIVISION OFFICE ASSISTANT \$10.50/hour 10 - 15 hours/week

The student must understand and be willing to work with students, faculty and the public and be able to provide good customer service. The student must have intermediate understanding of Microsoft Word and Excel, using a copy machine and answering the phone. Assist the Administrative Assistant and/or Division Dean with the basic function of daily operations in the office, including photocopying, picking up and dropping off mail, front counter services and minor clerical duties, such as maintaining spreadsheets, office files, preparing evaluation packets, and special projects. Assist with minor duties related to events and/or activities that occur in the Division. Assist with answering phone calls and directing student, faculty and the community to the right resources. **Contact Linda Cross, 424-1183**

PSYCHOLOGY DEPARTMENT ASSISTANT \$11.50/HOUR 5 – 6 hours/week

Student will help design materials and video tutorials for students in research methods and statistics. They will also be responsible for coordinating sign-ups for psychology research studies, and gathering participants for those research studies. Requires moderate knowledge of powerpoint, word, ecel, statistics and psychological research methods. These would be best accomplished by having earned a 'B' in Math 40 (statistics) and Psyc 25 (Research Methods). Student should be able to work as part of a team, be proessional, and be dependable. **Contact John Ruys, 4241267.**

COUNSELING/FRONT DESK ASSISTANT \$11.50/hour 12 – 20 hours/week.

Hours needed are between: Mon 9 – 5, Tues 9 – 7, Wed 9 – 7, Thur 9 – 5, Fri 9 – 1 starting August 16.

Seeking a reliable and detailed oriented with excellent communication skills both in person and on the telephone. Ideal person would be familiar with the college. Able to exercise independent judgment and work with limited supervision. Good with details and follow through. Excellent customer service and a quick learner. Good computer skills. Knowledge in Microsoft Office /Windows; will be taught Banner and computerized appointment system (SARS), Excel desired. Understanding of FERPA which govern the confidentiality, use and release of personal records. Access to educational, personal records and information Willingness to work some evenings if necessary.

Extensive public contact. Greets students and the public and answers or refers questions about the general college information. Ability to identify students concerns and problem solve solutions or referrals; support Counseling Dept, Transfer Center, and Assessment Center; answers the telephone; retrieving phone messages and returning calls to students; scheduling appointments on SARS; filing; printing the daily counselor schedules; scanning and code SEP's; overrides; unofficial transcripts; and counselor notes; work with confidential documents; assist with program planning as needed; logging dismissed/probation student info. Organize mailings for special events and assemble information into programs for special events.

Contact Celeste Rowe, Counseling Dept. Bldg. 1600, 424-1478; drop off resume and available work hours.

VETERANS FIRST OFFICE ASSISTANT \$11.00/hour 15-20 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; 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; Assisting with (planning, setup, organizing, etc.) various outreach and oncampus events; Provide service with other veteran projects as needed. The student is a key support person for the veteran's office and must have the ability to speak and write effectively, have excellent people skills, accurate and meticulous typing, and good computer skills, 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, and 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 starting with fall 2017. **Qualified veterans are strongly encouraged to apply. (Contact Todd Steffan, Building 100, 424-1571).**