

Las Positas College Federal Workstudy Jobs Available

Updated January 29, 2018

*Work on campus inbetween your classes. To qualify, you must have filed a **2017-2018 FAFSA**, have sufficient unmet financial need, have submitted all forms required to complete your 2017-2018 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 SPRING work hours** to the person indicated under each position.

ADMISSIONS AND RECORDS/Online Service Center \$11 - \$11.50/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 \$11.00 - \$11.50/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, 424-1383; drop off resume and available fall work hours.**

CAREER/TRANSFER CENTER STUDENT ASSISTANT 15 – 20 hours/week \$11 - \$11.50/hr

Greet students and direct them to resources for transfer; make appropriate referrals to Counseling and other Student Services departments. File and maintain materials in the Transfer Center. Assist with transfer events (including, but not limited to, hanging flyers, setup, greeting university representatives, checking-in and directing students, etc.). Assist with other duties as assigned. Must have exceptional customer service skills. Computer skills needed: MS Word, Excel, Power Point, Publisher; email, Google Docs.

Other Responsibilities include: Filing – alphabetically and numerically, Copying projects, Special mailing projects, Assist with college activities, events, and special projects as directed, Batching packages of information for distribution, Delivering or picking up items from other LPC buildings. Must be punctual with good attendance. Able to lift 25 pounds. Able to type 35 WPM; basic computer skills; able to quickly learn and use a variety of office equipment and computer software. Able to work independently, with minimal supervision to organize and prioritize a multitude of work. **(Contact Michelle Zapata, Career/Transfer Center Building 1600, 424-1428 or Celeste Rowe, Counseling Front Desk, 424-1478).**

CATSS STUDENT ASSISTANT 12-15 hours/week \$11.00 - \$11.50/hour

The student must work with students, faculty and the public and be able to provide great customer service. The student must have a basic understanding of word processing, using a copy machine and answering the phone. Will assist the Administrative Assistant and/or Division Dean with the basic function of daily operations in the office, including: answer phone calls, direct students, faculty and the community to the right resources; photocopying, picking up and dropping off mail, front counter services and minor clerical duties, and assist with other duties related to events and/or activities that occur in the Division. **Contact Valerie Ball, 424-1322.**

FINANCIAL AID STUDENT ASSISTANT \$12.00/hour 20 hours/week.

Flexible hours but must have at least 12 hours available to work between 9am – 3pm Monday – Thursday. 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.** **Contact Andi Schreibman, Financial Aid Office, Building 1600, 424-1585. Drop off resume and available work hours at the Financial Aid Office front window.**

PSYCHOLOGY DEPARTMENT ASSISTANT \$11 - \$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, excel, 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 professional, and be dependable. **Contact John Ruys, 424-1267.**

MSEPS DIVISION OFFICE ASSISTANT \$11 - 11.50/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**

READING, MATH OR LITERACY TUTOR IN K-12 local public school

1 - 4 hours/week pay rate depends on the level of job to be performed (ranges from \$11 - \$11.50/hour) Be paid to work in a local public school (K-12) as a reading, math or literacy tutor, or be a literacy tutor at a local library. This works basically like a volunteer position in the community that you are paid for through federal workstudy funds. Fingerprinting will be required for anyone working in K-12 schools. **Contact Andi Schreibman, 424-1585.**

VETERANS FIRST OFFICE ASSISTANT \$11.50/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 1000, 424-1571).**