Federal Workstudy Jobs Available
FOR SPRING 2015
Updated January 27, 2015

Only students who have filed a 2014-2015 financial aid application (FAFSA), completed their files, and are determined to have financial need may fill these positions. **You must be enrolled in at least 6 units and you must not be in a DISQUALIFIED status.** Pay rate varies between $9.00 - $10.00/hour. Work on campus in between your classes, or in community service jobs in the community.

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 directly.

**READING, MATH OR LITERACY TUTOR K-12 local public school** 3-5 hours/week $9.50 - $10/hour
Pay rate depends on the level of job being performed (ranges from $9.50 - $10/hour) Be paid to work in a local public school (K-12) as a reading, math or literacy tutor. Fingerprinting will be required for anyone working in K-12 schools. **Contact Andi Schreibman, 424-1585.**

**FINANCIAL AID STUDENT ASSISTANT**  $9.50/hour  15 – 20 hours/week.
Flexible hours but must have at least 10 hours available to work between 11am – 4pm Monday – Thursday. Assist with mailings, heavy scanning of documents, filing, typing folder labels, heavy customer service assistance with students and the public at our front windows and by phone. Accurate and meticulous keyboarding skills and excellent customer service skills with friendly approachable attitude 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. 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 or drop off resume and available work hours at the Financial Aid Office front window.)**

**HORTICULTURE STUDENT ASSISTANT** 7-10 hours/week  $9.50/hour
Student must be enrolled in Horticulture or have taken at least one course in the past 2 years. Must be willing to perform physical labor, including lifting up to 50 lbs. Must be willing to wear personal protective gear as required; sturdy shoes, safety glasses, gloves and ear protection. Must be willing to learn to operate various powered landscape equipment. Student must be able to work unsupervised sometimes when no instructor is present. Student will care and maintain the Greenhouse and Shade House, Routine grounds maintenance in the Horticulture Yard area, Pruning and maintenance of the fruit and olive trees, and other horticulture tasks as required. During the fall 2014 semester the student must be willing to work Mondays and Wednesdays between 1pm and 6pm. **Contact Tom Fuller, Horticulture Dept, Building 800: email tfuller@laspositascollege.edu or phone (510) 582-0811. Drop off resume and available fall work hours.**
CHILD DEVELOPMENT OFFICE/CLASSROOM ASSISTANT  15-20 hours per week  $9.00/hour
Must be prompt, efficient, and detail-oriented with office tasks. Must be extremely trustworthy, reliable and dependable as student is responsible for young children in his/her care. Receives phone, email & in-person inquiries and visitors with warmth, respect and tact, sharing only such information as does not violate confidentially of children and their families. Assists in maintaining daily records for mail, accounting, meetings, attendance, health, and nutrition. Must be attentive, alert and proactive in keeping center safe and secure at all times. Must be teachable and flexible as student and model staff of a laboratory program. Assists the ECD Specialist & ECD Assistant to plan and implement developmentally appropriate curriculum for attending children. Provides information to parents regarding general curriculum and program schedules in sensitive and tactful manner. Responsible for helping to maintain the classroom and play-yards on a daily basis; reporting to the Early Childhood Specialist any unsafe condition of equipment. Reports to the Early Childhood Specialist any materials that are in short supply and hazardous. Help supervise safety of children both inside and outside; assists children in self-help and social skills; is available as needed by children. Performs other related duties as assigned. Qualifications
Knowledge of: Techniques and methods of child supervision and care, First aid and safety requirements, Universal precautions for prevention of transmission of blood borne illnesses, Awareness of hygienic practices to avoid spread of disease.
Ability to: Lift children weighing up to 50 pounds, Stand for extended periods of time, Handle stressful situations, Establish and maintain cooperative working relations with children, parents and Learn and understand the procedures, functions and requirements of the Children's Program staff Center (Contact Corinna Calica, Director, CDC, Building 2300, 424-1575). (1/2015)

THEATRE ARTS ASSISTANT  5 – 15 hours/week; includes weekends  $9.50
Students will support the theater program by performing a variety of assigned tasks. Work assignment varies between three locations (Scene Shop, Costume Shop, and Prop Shop) and may change weekly, depending on the immediate needs of the production and theater department:
Qualifications:
• Successful completion of THEA 40 and completion of/enrollment in THEA 48
• A working knowledge of theatrical scenic technology and prior experience with the specific systems used by the LPC College Theatre Arts Department.
• The ability to lift 30lb.
• Must be a student currently enrolled as a major within the Department of Theatre Arts, Student must be reliable, detailed oriented, have excellent organizational skills, Ability to handle confidential information in a professional manner, Proficiency with Microsoft Word, Microsoft Excel, and Power Point software is preferred, Willingness to learn Filemaker Pro
Perform other tasks on behalf of the LPC College Theatre Department as assigned. Work assignment varies depending on individual's skills and immediate needs of the theatre department. Work between the scene shop, costume shop, and/or prop shop maintaining the areas and props, keeping them clean, building /creating scenery/costumes/props, etc. Contact Titian Liss, 424-1127, Bldg 4000, Mertes Center for the Arts