

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2023-2024 for employment. You must be enrolled in at least 6 units in spring 2024. 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.
4. All open positions are approved if FWS funding is available

FINANCIAL AID STUDENT ASSISTANT: \$16.50/ 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.

Email: Mila Jabbar: jjabbar@laspositascollege.edu. Drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Friday

ASSESSMENT CENTER/ENROLLMENT SERVICES ASSISTANT 10 – 15 hours/week, \$16.00/hour. Flexible work hours but must have at least 12 hours available between 9-5pm **Monday-Thursday**

- ✓ Primary responsibility will be to help and support to students in navigating various resources and services offered at LPC.
- ✓ Handle incoming calls by answering, screening, and transferring them appropriately, while offering helpful information about Assessment /New Student Support Center services.
- ✓ Welcome individuals as they enter the center, determine the purpose of their visit, and guide or accompany them to their intended destinations.
- ✓ Carry out various administrative tasks, which may include organizing files, confirming appointments, and overseeing the front desk.
- ✓ Provide guidance and support to students in the process of applying for admission to college.
- ✓ Assist students in logging in to Class-Web, activating their Zonemail, and navigating the online platform effectively.
- ✓ Offer support in scheduling and preparing for assessments, placement tests and or first semester planning session.
- ✓ Provide guidance and assistance to students with registration for classes, ensuring they successfully enroll in classes and understand fee payment procedures.

Email: Mike Alvarez, malvarez@laspositascollege.edu

Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: \$16.00/per hour 3– 5 hours/week.

Provide individual and small group tutoring to students at the Rincon Branch of the Livermore Public Library, located at 725 Rincon Avenue, Livermore, CA 94551. Assist students in improving academic achievement by meeting with them on a regular basis to clarify learning problems and work on study skills. Other assistance may include: reviewing class material, discussing the text, predicting test questions, formulating ideas for papers, or working on solutions to problems. Homework help is a supplement to classroom teaching. Homework coaches are not expected to know everything about the subject for which they tutor. Some administrative work to help with Homework Coach Volunteers may be assigned.

- ✓ Report for 3 to 5 hours, Monday through Friday, to the Rincon Branch Library during Homework Help hours.
- ✓ Be punctual for all Homework Help shifts. It is your responsibility to notify us as soon as possible if you cannot report for the day.
- ✓ Complete and hand in all required paperwork.
- ✓ Strong organizational skills.
- ✓ Responsible, dependable, honest, and mature.
- ✓ Friendly, patient, and sensitive to a diversity of students.

Email Mila Jabbar, jjabbar@laspositascollege.edu. Or drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Friday

KINESIOLOGY/ATHLETICS STUDENT ASSISTANT: 10 – 20 hours/week. \$16.00/hour

Under general supervision from the full-time equipment technicians, as well as the Athletic Director and Dean, this position would provide support to the physical education and athletic programs to ensure the following:

- ✓ Efficient operation; organize, store, distribute, issue and collect clothing for physical education classes.
- ✓ Intercollegiate athletics; assist in overseeing and maintain security of locker room areas.
- ✓ Issue locks and lockers to students.
- ✓ Basic knowledge of Microsoft Office would be nice.
- ✓ Set up fields and courts for various physical education classes and athletic events and assist in the hosting events held at Las Positas College.

Email James Giacomazzi, jgiacomazzi@laspositascollege.edu

Music Technology: Student Assistant: 5-15 hours per a week/ \$16.00 per hour (Effective Summer Term)

- ✓ Update and maintain software in the recording studio with faculty supervision.
- ✓ Lend out equipment to students wishing to record and put away in locked cabinet.
- ✓ Help oversee recording sessions with faculty supervision.
- ✓ Keep a log of all equipment and software.
- ✓ Advise faculty on program needs.
- ✓ Help with LC4 system in the keyboard.
- ✓ Strong familiarity with the campus recording studio and all of the software on the computer both in the studio and the lab 4226 including ProTools, Ableton Live and Sibelius Logic.
- ✓ Other recording studio and lab duties as needed.

Email Daniel Marschak, dmarschak@laspositascollege.edu

COUNSELING OFFICE: FRONT DESK STUDENT ASSISTANT: 10-20 hours/week \$16.00/per hour

- ✓ Seeking a reliable and detailed oriented student assistant with excellent communication skills both in person and on the telephone.
- ✓ Excellent customer service and a quick learner. Good computer skills.
- ✓ Able to exercise independent judgment and work with limited supervision.
- ✓ Knowledge in Microsoft Office /Windows; will be taught Banner and computerized appointment system (SARS), Excel desired.
- ✓ Ideal person would be familiar with the college.
- ✓ 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.
- ✓ 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 Wright, Counseling Dept. Bldg. 1600, 424-1478; drop off resume and available work hours.

Email: cwright@laspositacollege.edu

Honors Program/Business, Social Science, and Learning Resources (BBSL): Student Assistant: 8-10 hours per a week/\$16.00 per hour

- ✓ Seeking a responsible and good with time management student assistant who is familiar with Canvas, Excel, Adobe, Creative design skills (creating emblems, logs, fliers).
- ✓ Honors Program needs a student assistant who can assist manage the database of the program and help maintain the Program Canvas site (update, manage members, post announcements).
- ✓ Student assistant will answer emails with questions about the Honors Program and help design fliers for events, brochures, posters, badges, emblems, and logos.
- ✓ Preference will be given to a student who is already part of the Honors Program.

Email Irena Keller, ikeller@laspositacollege.edu