

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2024-2025 for employment. You must be enrolled in at least 6 units in fall 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

Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: 3-5 hours/weekly - Payrate \$16.50/per hour

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

KINESIOLOGY/ATHLETICS STUDENT ASSISTANT: 10 – 20 hours/weekly - Payrate \$16.00/per 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

International Student Program Department: Student Assistant: 5-15 hours/ weekly - Payrate \$16.00/per hour

- ✓ Must be reliable, detail-oriented, neat and accurate
- ✓ Have professional demeanor, excellent filing skills, able to work well with a diverse population of students and sponsors
- ✓ Good with computer skills (MS Word, Excel, PowerPoint). Ability to create and/or update PDF documents.
- ✓ Willing to complete tasks such as; filing, coping, scanning, word processing, spreadsheets (Excel)
- ✓ Assist students/sponsors/community members at the front desk
- ✓ Able to provide students with general information about ISP and admission requirements. Scan files into computer programs and index for storage, other office duties as needed
- ✓ Help assist with preparing new student files and notify students of missing documents
- ✓ Assist with workshops and social activities. Must maintain strict confidentiality with respect to student information that is shared, forms and files

Email Cindy Balero, cbalero@laspositacollege.edu

ARTS & HUMANITIES: THEATER ARTS - STUDENT ASSISTANT: 5-18 hours/weekly - Payrate \$16.50/per hour

- ✓ Must be a current student enrolled as a major within the Department of Theatre Arts
- ✓ Poster distribution and bulletin board maintenance
- ✓ Clerical duties
- ✓ Must be proficient with Excel, Word, Google Suite (Docs, calendar)
- ✓ ShowTix Ticket Agent (training provided)
- ✓ Have excellent organizational skills
- ✓ Ability to handle confidential information in a professional manner
- ✓ Proficiency with Google Suite preferred
- ✓ Maintain the Costume Shop and associated areas, keeping them clean, safe, and usable for production, class and work
- ✓ Help with building costume elements as requested for the current show(s)
- ✓ Complete responsibility for the maintenance of costumes during the production period, including repairs, laundry, etc.

Contact Titian Lish for more specific job duties, responsibilities and expectations.

Email Titian Lish, tlish@laspositacollege.edu

ARTS & HUMANITIES: THEATER ARTS - STUDENT ASSISTANT: 5-18 hours/weekly - Payrate \$16/per hour

- ✓ Under supervision by the department coordinator, produce and distribute regular social media posts on various platforms to advertise program offerings, class activities, events, and productions
- ✓ Assist with Box Office set up and ticket sales for events in the Arts and Humanities division
- ✓ Strong skills in Canvas, Google Calendar, Instagram, Facebook, Hootsuite

Contact Titian Lish for more specific job duties, responsibilities and expectations.

Email Titian Lish, tlish@laspositacollege.edu

ACADEMIC SERVICES VICE PRESIDENT'S OFFICE STUDENT ASSISTANT: 5-15 hours/weekly - Payrate \$16.00/ per hour

- ✓ The student assistant will work in the VP of Academic Services (VPAS) office
- ✓ Help with several projects. Duties may include: data entry, reviewing spreadsheets and other documents or check data for errors, preparing simple documents or spreadsheet, greeting and assisting visitors, making photocopies, answering phone calls, picking up/delivering mail and documents to/from other offices on campus, and other office assisting duties as necessary
- ✓ Must be detail-oriented, work with limited distraction, and willing to learn
- ✓ Experience with MS office (Word, Excel, PowerPoint) desired
- ✓ Applicant should have basic office experience including database entry, typing, working with PDFs (Adobe), and cross-referencing materials

Email Carolyn Scott, cscott@laspositacollege.edu

ADMISSIONS AND RECORDS/ENROLLMENT SERVICES ASSISTANT: 15-20 hours/weekly -Payrate \$16.00/per hour

Must be reliable, detail oriented, neat and accurate, professional demeanor, excellent filing skills, able to work well with a diverse population, good computer skills (Microsoft Office Suite), accurate computer typing skills, professional phone manner, able to work independently with little supervision, excellent customer service skills.

- ✓ Filing, copying, word processing, Excel spreadsheets, mail pickup and delivery, assist with mass mailings, assist customers at front desk.
- ✓ Extensive public contact. Provide students with general and specific admission information and completion of forms, answer phones, help with student outreach, assist students in applying for admission on the web, scanning documents into computer program and indexing for storage, other office duties as needed.
- ✓ Must maintain strict confidentiality with respect to student information that is shared, forms, and files.
- ✓ Must be able to multitask and retain substantial information about a variety of in order to provide information to students on variety of topics.
- ✓ Assist the Dean of Enrollment Services and the Senior Administrative Assistant with other tasks as needed.

Email Suzanne Kohler, sikohler@laspositacollege.edu

COMMUNITY SERVICE POSITON: 3-5 hours/weekly - Payrate ranges \$16-\$16.50/per hour

Be paid to do work in the community performing what would normally be a volunteer position in a local non-profit agency or organization (V.A. Hospital, library literacy program, School Age Mother's program, Valley Care Health, Tri Valley Haven, etc., or work in a local public-school providing Reading, math or literacy tutoring. Fingerprinting will be required for anyone working in K-12 schools.

Email Mila Jabbar, jjabbar@laspositacollege.edu or 925-424-1589

GUIDED PATHWAYS STUDENT ASSISTANT (multiple positions): 5-10 hours/weekly/\$16.00 per hour

Guided Pathways Student Ambassador positions are a unique opportunity to be at the table with cross-functional community members to collaborate on initiatives to improve the student experience at Las Positas College and specifically to enhance our career and academic supports.

If you are not familiar with Guided Pathways, check out our website! You can also see some of the ways past student leads have been involved in the work. We hope you apply and join us as we continue to collaborate on ways to grow opportunities for students to discover, clarify, and enter their pathway, and to persist and succeed in achieving their academic and career goals.

- ✓ Prefer strong customer service skills
- ✓ Good understanding of office procedures
- ✓ Knowledge of Microsoft Products
- ✓ Experience in using Zoom with audio and video
- ✓ Detail oriented
- ✓ Must independently and collaboratively
- ✓ Understand and follow oral and written instructions
- ✓ Willing to learn
- ✓ Assist Guided Pathways Faculty with Guided Pathway initiatives:
Assist with tasks/events/initiatives, collaborating with numerous programs on campus (including Counseling, Guided Pathways, Career/Transfer, Outreach, Marketing, etc.)
- ✓ Participate in weekly training and project mapping sessions
- ✓ Represent student involvement in ambassador work on campus. This could include preparing and delivering short reports and answering questions related to ambassador work
- ✓ Research and report on Student Ambassador related work
- ✓ Work with students, faculty, and the public to provide good customer service.

Email Kristy Woods, kwoods@laspositacollege.edu

AUTOMOTIVE STUDENT LAB ASSISTANT: 10-20 hours/week – Payrate \$16.00/per hour

- ✓ Knowledge of LPC AUTO program.
- ✓ Assist full-time faculty in the lab and classroom.
- ✓ Maintain safety and security in the auto lab.
- ✓ Help check maintenance of equipment and assist with reports/schedules
- ✓ Report safety violations (e.g. students not wearing safety glasses, spills, etc.) to instructor.
- ✓ Maintain cleanliness in the auto lab.
- ✓ Document broken tools and equipment.
- ✓ Help faculty setup demos.
- ✓ Must have basic knowledge of shop safety.
- ✓ Ability to lift a minimum of 25 pounds.
- ✓ Desire to assist LPC students with their projects.

Email James Weston, jweston@laspositacollege.edu

BUSINESS, SOCIAL SCIENCE, AND LEARNING RESOURCES (BSSL) DEIACT STUDENT ASSISTANT: 5-10 hours/weekly – Payrate \$16.50/per hour

- ✓ Student Assistant will help the Diversity Equity, Inclusion, and Access Coordination Team (DEIACT)
- ✓ Assist coordinators with marketing and supporting professional development opportunities happening at Flex Day, College Day, etc.
- ✓ Assist coordinators with marketing videos
- ✓ Help with updating DEIACT webpages
- ✓ Assist coordinators prepare and publish periodic newsletter

- ✓ Support related committee activities, including collecting and distributing data, helping to design student surveys, surveying students, participating in discussions related to interpretation of data.
- ✓ Help with tabling for DEIACT during campus fairs, open house, etc.
- ✓ Support staff with office tasks and data entry
- ✓ Must have completed English 1A with B or higher
- ✓ Able to interact with students, the public, and faculty
- ✓ Be responsible, meet task deadlines, and pay attention to detail

Email Erick Bell, ebell@laspositascollege.edu

A&H DEIACT STUDENT ASSISTANT: 5 – 10 hours/weekly – Payrate \$16.50/per hour

- ✓ Student Assistant will help the Diversity Equity, Inclusion, and Access Coordination Team (DEIACT)
- ✓ Assist coordinators with marketing and supporting professional development opportunities happening at Flex Day, College Day, etc.
- ✓ Assist coordinators with marketing videos
- ✓ Help with updating DEIACT webpages
- ✓ Assist coordinators prepare and publish periodic newsletter
- ✓ Support related committee activities, including collecting and distributing data, helping to design student surveys, surveying students, participating in discussions related to interpretation of data.
- ✓ Help with tabling for DEIACT during campus fairs, open house, etc.
- ✓ Support staff with office tasks and data entry
- ✓ Must have completed English 1A with B or higher
- ✓ Able to interact with students, the public, and faculty
- ✓ Be responsible, meet task deadlines, and pay attention to detail

Email Michelle Gonzales, mgonzales@laspositascollege.edu