

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2022-2023 FAFSA for employment. You must be enrolled in at least 6 units in fall term. 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.

CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT (FRONT DESK): 15 – 20 hours/week, \$15.50/per hour

Under direction of the Center Director, this individual will be the first point of contact for families and children. Must be friendly, outgoing and have service-oriented attitude. Willing to learn and take on new tasks. Team member in supporting the operations of the Child Development Center and Lab School on the campus of Las Positas College.

- ✓ Assist at the front desk greeting visitors and answering phones with respect and tact. Take accurate and legible messages for the ECE Specialist (s) and/or Center Director. Keep Front lobby area clean and organized.
- ✓ Assist the Center Director with files, in-house audit reviews, supplies, mail, etc.
- ✓ Be a positive role-model of professionalism at all times by following all policies and procedures.
- ✓ Assist in creating information forms, newsletters, documents boards, classroom/center activities or other assignments.
- ✓ Monitor and maintain a safe and healthy indoor classroom environment and outdoor play-yard on a regular basis.
- ✓ Learn and understand policies, procedures, functions and requirements of the Child Development Center and Lab Program.
- ✓ Satisfy the mandatory physical and background checks as required by community care licensing.
- ✓ Professionally represent the Child Development Center at all times.
- ✓ Performs other duties, please see job description.

Email Angela Lopez, alopez@laspositascollege.edu

CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT FOR OFFICE/PRESCHOOL OR TODDLER CLASSROOM: 15 – 20 hours/week, \$15.50/per hour

Under direction of the Early Childhood Specialist(s), Early Childhood Specialist Assistant(s) and Center Director, the Child Development Center Student Assistant Functions as a team member in supervision, care and facilitation of toddler and preschool age children in the Child Development Center and Lab Program on the campus of Las Positas College.

- ✓ Assist in the implementation of developmentally appropriate curriculum and high-quality care to children.
- ✓ Assist in facilitation children's individual development through observation anecdotal notes and assessments.
- ✓ Encourage children to develop self-help, social and cognitive skills through direct interaction.
- ✓ Visually supervise children at all times, never leaving them unattended.
- ✓ Be a positive role-model of professionalism a all times by following all policies and procedures.
- ✓ Greet all families and children in friendly manner.
- ✓ Assist in creating information forms, newsletters, documentations boards, classroom/center activities or other assignments. Conduct inventory and inform ECE Specialist(s) when items are running low and/or need replaced.

- ✓ Monitor and maintain a safe and healthy indoor classroom environment and outdoor play-yard on a regular basis. Report any unsafe conditions of equipment or the facility, and child incidents/injuries to an ECE Specialist and/or the Center Director.

Contact Angela Lopez for more specific job duties, responsibilities and expectations, 925-424-1575

Email Angela Lopez, alopez@laspositascollege.edu

ACADEMIC SERVICES VICE PRESIDENT'S OFFICE ASSISTANT: 5-20 hours/week & \$15.50/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.
- ✓ Student Assistant may also greet VPAS visitors and assist with other office tasks.

Email Carolyn Scott, cscott@laspositascollege.edu