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 fall 2023. 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 at 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.

**ADMISSIONS AND RECORDS/ENROLLMENT SERVICES ASSISTANT** 15 – 20 hours/week, $16.00/hour need hours for summer/fall

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, and in forms/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:** Dean Tamica Ward, ward@laspositascollege.edu

**FINANCIAL AID STUDENT ASSISTANT:** $16.00/ 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. Because of the intensive training involved, you must be continuing at LPC for at least three more semesters.

**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

**ARTS & HUMANITIES: STUDENT ASSISTANT:** 5 hours/week, $15.50/per hour

✓ Assist with Box Office set up and ticket sales for events in the Arts and Humanities division
Poster distribution and bulletin board maintenance
Clerical duties
Must be proficient with Excel, Word, Google Suite (Docs, calendar)
ShowTix Ticket Agent (training provided)

Contact Titian Lish for more specific job duties, responsibilities and expectations.
Email: tlish@laspositascollege.edu

ASSOCIATION CENTER/ENROLLMENT SERVICES ASSISTANT  10 – 15 hours/week, $15.50/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

COUNSELING OFFICE: FRONT DESK STUDENT ASSISTANT: 10-20 hours/week $15.50/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 of 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 student’s 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@laspositascollege.edu

**CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT (FRONT DESK):** 15 – 20 hours/week, $16.00/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.

**Call Front Desk: 925-424-1560**

**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.

**Call Front Desk: 925-424-1560**

**ADVANCED MANUFACTURING WELDING STUDENT LAB ASSISTANT:** 8 – 15 hours/week. $15.50/hour

Must have a desire to help students with their projects, excellent customer service skills, able to take direction from supervisors; at a minimum, a basic knowledge of shop safety; ability to lift a minimum of 25 pounds.
✓ Assist fulltime faculty in the welding lab and classroom.
✓ Maintain safety and security in the welding lab.
✓ Check maintenance of equipment and write reports on equipment condition; Report safety violations (e.g. students not wearing safety glasses, spills, etc.) to instructor; Maintain cleanliness in the Welding lab.
✓ Document broken tools and equipment; Help full time faculty set up labs and classroom demos.

Email James Weston jweston@laspositascollege.edu

GUIDED PATHWAYS STUDENT ASSISTANT: 8 – 10 hours/week. $16.00/hour (MULTIPLE POSITIONS AVILABLE)
Assist the Lead Guided Pathways Faculty with Guided Pathway initiatives with duties to include:
✓ Participate in the Guided Pathways Initiative Meetings. (3 hours)
✓ Represent student involvement in the Guided Pathway Initiatives at Town Hall and Academic Division Meetings. This includes preparing and delivering a short report if requested and assist the Guided Pathways Division Representative in answering questions regarding the initiative. (1 - 2 hours)
✓ Assist with research and blogging about the Guided Pathways Initiatives for student and community consumption at LPC. (1 – 2 hours)
✓ Assist with collecting student data related to Guided Pathways, typing up student comments for Guided Pathway Leads and summarizing themes. (1 - 2 hours)
✓ Work with students, faculty, and the public to provide good customer service.
✓ Must have good customer service skills and detail oriented.
✓ Have a good understanding of Microsoft Word
✓ Good understanding of how to participate in Zoom Meetings with audio and video
✓ Work independently and collaboratively
✓ Understands and follow oral and written instructions
✓ Willing to learn

Email Kristy Woods, kwoods@laspositascollege.edu

KINESIOLOGY/ATHLETICS STUDENT ASSISTANT: 10 – 20 hours/week. $15.50/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

GUIDED PATHWAYS (SUCCESS TEAM): 10-20 hours/week, $15.50/per hour
Under general supervision of Guided Pathway leads, the Student Assistant will perform a range of duties, including supporting the Guided Pathways projects, supporting the general counseling office, and mentoring other students who have requested counseling support.
✓ Assist Guided Pathway team with pathway design work.
✓ Help with developing guided pathway content.
✓ Call students for appointment confirmation and follow-up counseling participation.
✓ Assist students with registration during peak registration periods.

Email Jared Howard jhoward@laspositascollege.edu
**Student Services (Dream Center): 10-20 hours/week, $15.50/per hour**

The Dream Center is hiring students who are interested in supporting undocumented students, AB 540 students, DACA student, and students that are part of a mixed-immigration status family at Las Positas College. Under the direct supervision of the Dream Center Coordinator, the Student Assistant will help students, staff, and university representatives who visit the Dream Center. This includes providing customer service, giving directions, and utilizing resources when needed to assist students and visitors of the center.

- Maintain basic knowledge of the Dream Center services, and make referrals as needed
- Assist with creating flyers and marketing materials to promote events
- Promoting educational opportunities and resources via tabling events
- Help manage social media platforms like Instagram and Facebook
- Setting up/cleaning up before and after events
- Serving as a student ambassador for the Dream Center
- Greeting and welcoming Dream Center guests
- Distributing marketing materials within the LPC campus/departments/offices
- Supporting with classroom presentations
- Provide input for strategic planning on the vision and mission of the Dream Center
- Provide excellent customer service, have good communication skills and be ready to learn; maintain effective interpersonal relationships
- Good computer skills, knowledge of Microsoft Office/Windows
- Filing, copying, and a variety of additional office duties will be required
- Other duties as assigned by the Dream Center Coordinator
- Experience with Canvas and/or graphic design skills
- Experience with social media such as Facebook, Instagram, TikTok, etc
- *Training provided*

For more information, please contact Miguel Pimentel, Dream Center Coordinator

**Email: mpimentel@laspositascollege.edu** or phone at (925) 424-1052

**Career and Transfer Center Student Assistant: 10-15 hours/week & $15.50/per hour**

Under direct supervision of the Career & Transfer Center Coordinators, the Student Assistant will help students, staff, university representatives, employers, and vendors who visit the Career and Transfer Center. This includes providing customer service, giving directions, and utilizing resources when needed to assist students and visitors to the center.

- Welcome students, staff, and guests; assist them with transfer and career activities.
- Maintain basic knowledge of Career and Transfer Center services, and make referrals as needed.
- Assist students with getting signed on to the SARS TRAK computer.
- Answer the telephone; retrieve phone messages and make calls.
- Pick up mail from mailbox, sort mail and distribute to appropriate area.
- Review calendars, flyers, website, social media, and events postings around the center for accuracy. Assist with maintaining up-to-date information.
- Assist with outreach and posting flyers around campus; help with events hosted by Career and Transfer Center.
- Organize and clean immediate work area and around the center; refill supplies as needed.
- Assist Transfer Center and Career Center Coordinators with projects and tasks.
- Filing, copying, and variety of additional office duties will be required.
- May be asked to create: flyers, documents, letter, memos, and other office related documents.
- Support other Student Services offices when needed.
- Good time management skills, well-organized.
✓ Provides excellent customer service, have good communication skills and be ready to learn; maintain effective interpersonal relationships
✓ Good computer skills. Knowledge of Microsoft Office/Windows.
✓ *Training provided.

Email: kvanderhoof@laspositascollege.edu

Journalism and Media Studies Student Assistant: 8-12 hours/week & $15.50/per hour

✓ The student assistant will assist the instructors, instructional assistant, and the students in all aspects of operation of Media Lab.
✓ Proficiency on computers required.
✓ Mac experience preferred.
✓ Good communication, time management, and leadership skills required.
✓ Must be responsible, conscientious, able to work independently, and a quick study.
✓ Duties include answering phone, checking email, communicating with current and potential advertisers, arranging the archives, helping with public relations and fundraising, preparing the newsletter, and working with students.
✓ Sales and technology experience are desirable.

Email: mkorber@laspositascollege.edu