

■ NOW HIRING!

Financial Aid Student Assistant

Pay: \$16.50/hour

Hours: 12–20 hours/week (flexible)

Availability: Must be available at least 12 hours between 9:00 AM – 5:00 PM,
Monday–Thursday

Start Date: Spring Term 2026

■ *About the Job*

Looking for a part-time job on campus where you can help other students and gain valuable office experience? Join the Financial Aid Team! As a Student Assistant, you'll support students, staff, and the public while developing professional skills that will benefit you in any career.

■ *What You'll Do*

- Assist students and staff with financial aid questions
- Perform clerical and office support tasks
- Learn and use various computer programs
- Help maintain an organized and welcoming front office
- Provide friendly, professional, and approachable service

■ *What We're Looking For*

- Friendly, approachable, and professional attitude
- Detail-oriented and reliable
- Comfortable using computers and learning new software
- Able to multitask and manage time effectively
- Prior office, clerical, or customer service experience is a plus
- Must be enrolled at LPC for at least three more semesters

Location: Financial Aid Office, Las Positas College
Contact: Mila Jabbar — jjabbar@laspositascollege.edu