

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2021-2022 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.

FINANCIAL AID STUDENT ASSISTANT: \$15.50/ per hour 15-20 hours/week.

Flexible hours but must have at least 12 hours available to work between 9am – 1pm Monday – Thursday.

- ✓ 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 Andi Schreibman, aschreibman@laspositascollege.edu. Drop off resume and available work hours at the Financial Aid Office front window from 9-1pm Monday-Friday.

ADMISSIONS AND RECORDS/ENROLLMENT SERVICES ASSISTANT: \$15.00/per hour 15 – 20 hours/week.

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 LaShawn Raybon, lraybon@laspositascollege.edu or Dean Tamica Ward, tward@laspositascollege.edu

GUIDED PATHWAYS STUDENT ASSISTANT: \$15.00/hour 5 – 8 hours/week (Tues/Thurs 8:30-9:30am, Friday 1 – 4pm & Wed 2:30-4:30pm as needed).

- ✓ Assist Lead Guided Pathways Faculty with Guided Pathway initiatives.
- Responsibilities include:**
- ✓ Participate in the Guided Pathways Initiative Meetings.
- ✓ Represent student involvement in the Guided Pathway Initiatives at Town and Academic Division Meetings and Student Senate.
- ✓ May need prepare and deliver a short report if requested and assist the Guided Pathways Division Representative in answering questions regarding the initiative.
- ✓ Assist with research and blogging about the Guided Pathways Initiatives for student and employee consumption at LPC.
- ✓ Assist with collecting student data related to Guided Pathways, typing up student comments for Guided Pathway Leads and summarizing themes.
- ✓ Work with students, faculty, and the public to provide excellent customer service.
- ✓ Excellent customer service skills required.
- ✓ Good understanding of office procedures.
- ✓ Demonstrated ability to create professional documents using Microsoft Word and Google Suite.
- ✓ Proficient in Zoom Conferencing (audio and video)
- ✓ Must be detail-oriented.
- ✓ Must be able to work independently and collaboratively.

Email Kristy Woods, kwoods@laspositacollege.edu

VETERANS FIRST OFFICE ASSISTANT: \$15.50/ per hour 10-20 hours/week.

Respond to telephone and personal inquiries from veterans, military personnel, and students applying for or participating in VA education benefits programs and provide detailed and accurate information.

- ✓ Must be proficient with Excel, Word, PowerPoint, and Adobe Reader.
- ✓ Have basic knowledge and trainable utilizing scanning system and accurately filing forms and documents electronically.
- ✓ Strong customer/student services are required.
- ✓ Filing, photocopying and mailing documents and education forms.
- ✓ Preparing outreach information (flyers, brochures, newsletters) for distribution.
- ✓ Assisting with enrollment certification to the VA; Perform Orientations of the college to new Veterans attending LPC.
- ✓ Provide service with veteran projects as needed.
- ✓ The student is a key support person for the veteran's office and must have the ability to speak and write effectively.
- ✓ must be able to prioritize and work well under pressure.
- ✓ Be able to work independently and as part of a team. Must have a high level of initiative, interest in Veterans programs.
- ✓ Must be reliable and able to retain detailed program information. Because of the intensive training involved, you must be continuing at LPC for at least three semesters.

Email Todd Steffan, tsteffan@laspositacollege.edu

ENGLISH DEPARTMENT STUDENT ASSISTANT: \$15.50/per hour 10 hours/week.

Strong word processing skills required; strong interpersonal skills required; strong work ethic required; strong organization skills; self-initiative required; some layout and web design experience preferred; some video editing and uploading experience preferred.

- ✓ Assist with marketing courses, certificates, the Literary Arts Festival, and other English Department programs.
- ✓ Assist faculty with marketing videos.
- ✓ Assist faculty and instructional assistants with data entry and department webpages.
- ✓ Help faculty with monthly English Dept. newsletter.
- ✓ Support English related grant and committee activities (i.e. AB705, Basic Skills, Curriculum), including collecting and distributing data, helping to design student surveys, surveying students, participating in discussions related to interpretation of data.
- ✓ Under faculty guidance and direction, conduct student interviews that are improved by student-to-student interaction (i.e. video interviews about the course experiences or creative writing certificate experience).
- ✓ Review and evaluate ideas for campus-wide initiatives for a student perspective as they concern English.
- ✓ Sit at department tables for public events (i.e. The Literary Arts Festival, Majors Fair, Orientation).
- ✓ Be responsible, meet deadlines, and pay attention to detail.
- ✓ Have completed English 1A with an A (or an equivalent skill set).
- ✓ Have some experience editing video and uploading video to the web.
- ✓ Able to interact with students, the public, and faculty.
- ✓ Be available to attend the Literary Arts Festival on Saturday (May 7, 14, or 21).

Email Richard Dry, rdry@laspositacollege.edu

ADMIN SERVICES/FACILITY RENTALS: STUDENT ASSISTANT 5-10 hours/week & \$15.00/per hour.

The position incorporates the physical movement of tables, chairs, portable hoops, pool covers, lane line, soccer goals, etc.

Soft Skills: The ability to communicate effectively, problem-solving, interpersonal skills, time management, and follow directions.

Technical Skills: Basic PC & Email

At the guidance of the VP of administrative Service and Rentals Office, the student assistant will set up and break down external rental events hosted at LPC including:

- ✓ Basketball tow court tournaments
- ✓ Swim meets and practices
- ✓ Soccer matches and practices
- ✓ Other duties as assigned
- ✓ Work hours and days vary and are dependent on the number of external events booked throughout the month.
- ✓ On-call position

Email Denise Patlan, dpatlan@laspositacollege.edu

ACADEMIC SERVICES VICE PRESIDENT'S OFFICE ASSISTANT: 5-20 hours/week & \$15.00/per hour

Applicant should have some experience doing database entry, typing, working with PDFs, and cross-referencing materials. Must be detail-oriented and work with limited distraction. Computer and internet access required, provided in VPAS office (1600 building). We welcome students from all disciplines.

- ✓ The student assistant(s) will work in the VP of Academic Services (VPAS) office.
- ✓ Help with several projects.
- ✓ Data entry will be done in LPC's CurricUNET database (e.g., Distance Education addendums, ISER work).
- ✓ Will utilize Canvas and Google Sheets in tandem—to reference PDF files, copy/paste, and track progress for the team's reference.
- ✓ You will receive training from VPAS employees, who are also available for check-in meetings and troubleshooting.
- ✓ Student Assistant may also greet VPAS visitors and assist with other office tasks.

Email *Elizabeth McWhorter*, emcwhorter@laspositascollege.edu

Public Safety, Advanced Manufacturing, Transportation, Health, Kinesiology & Athletics OFFICE ASSISTANT: \$15.00/ per hour 15-20 hours/week. Monday-Friday between 9-5pm.

Assistant the Dean of Public Safety, Advanced Manufacturing, Transportation, Health, Kinesiology and Athletics and the Senior Administrative Assistant.

- ✓ Must be reliable, detail-oriented, organized, professional demeanor, basic filing skills, good computer skills.
- ✓ Must be able to work well with a diverse population of students and have professional phone manners.
- ✓ Good communication skills.
- ✓ Strong customer service skills, able to work independently, Ability to multi-task, quickly learn new tasks and work well with others.
- ✓ Responsible for filing, copying, word processing, spreadsheets (Excel), mail pickup and delivery, assist students with questions.
- ✓ Provide students with general and specific program and department information and completion of forms, answer phones, help with student outreach, 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 through forms and files.
- ✓ Must be able to retain substantial information about a variety of programs in order to provide information to students on multiple topics.

Email *Erick Bell*, ebell@laspositascollege.edu

PATH & Athletics STUDENT ASSISTANT: \$15.00/ per hour 10-12 hours/week. Monday-Friday between 9-5pm.

- ✓ Must be reliable, detail-oriented, organized, professional demeanor, basic filing skills, good computer skills.
- ✓ Must be able to work well with a diverse population of students and have professional phone manners.
- ✓ Good communication skills.
- ✓ Strong customer service skills, able to work independently, Ability to multi-task, quickly learn new tasks and work well with others.
- ✓ Responsible for filing, copying, word processing, spreadsheets (Excel), mail pickup and delivery, assist students with questions.
- ✓ Provide students with general and specific program and department information and completion of forms, answer phones, help with student outreach, 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 through forms and files.
- ✓ Must be able to retain substantial information about a variety of programs in order to provide information to students on multiple topics.
- ✓ Physical component of setting up equipment and cleaning up equipment for sporting events.
- ✓ Assist the Athletics Director and the Dean of Public Safety, Advanced Manufacturing, Transportation, Health, Kinesiology and Athletics and the Senior Administrative Assistant with other tasks as needed.

Email Kiley Zieker, Kzieker@laspositascollege.edu or Erick Bell, ebell@laspositascollege.edu

PATH/Public Safety/EMS STUDENT ASSISTANT: \$15.00/ per hour 10-12 hours/week.
Monday-Friday between 9-5pm.

- ✓ Must be reliable, detail-oriented, organized, professional demeanor, basic filing skills, good computer skills.
- ✓ Must be able to work well with a diverse population of students and have professional phone manners.
- ✓ Good communication skills.
- ✓ Strong customer service skills, able to work independently, Ability to multi-task, quickly learn new tasks and work well with others.
- ✓ Responsible for filing, copying, word processing, spreadsheets (Excel), mail pickup and delivery, assist students with questions.
- ✓ Provide students with general and specific program and department information and completion of forms, answer phones, help with student outreach, 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 through forms and files.
- ✓ Must be able to retain substantial information about a variety of programs in order to provide information to students on multiple topics.
- ✓ Physical component of picking up and moving supplies necessary to the EMS program.
- ✓ Assist the EMS Coordinator and the Dean of Public Safety, Advanced Manufacturing, Transportation, Health, Kinesiology and Athletics and the Senior Administrative Assistant with other tasks as needed.

Email Kiley Zieker, Kzieker@laspositascollege.edu or Erick Bell, ebell@laspositascollege.edu

Community Education: \$15.00/per hour 12 – 20 hours/week.

Community Education is looking for a student with skills in WORD, EXCEL, Google tools like forms, email, phone etiquette, customer service, document scanning, file organizing, and social media.

- ✓ Scan a large number of documents and organize them into folders on the computer.
- ✓ Organize filing and keep it current.
- ✓ Provide email customer service, and phone in customer service. Eventually, taking phone registrations.
- ✓ Post to social media sources on behalf of the program.
- ✓ Post events on community calendars in the Tri-Valley on a schedule on behalf of the program.
- ✓ Update EXCEL spreadsheets and copy documents.
- ✓ Update newsletter each month and distribute.
- ✓ Update class flyers and post and distribute.
- ✓ Interact with instructors and students related to upcoming classes (copying documents, emailing information).
- ✓ Distribute google doc form evaluations on a schedule after each class via email.
- ✓ Other responsibilities might come up as time goes on, and the student becomes familiar with program processes and procedures.

Email Frances De Nisco, fdenisco@laspositascollege.edu

Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: \$15.00/per hour 2 – 3 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 2 to 3 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@laspositacollege.edu