Las Positas College Federal Work-Study Jobs Available

To qualify for a summer federal work-study job, you must have filed a 2020-2021 FAFSA and 2021-2022 FAFSA for fall employment. You must be enrolled in at least 3 units for summer or 6 in fall 2021 to be eligible for summer. For fall employment you must be enrolled in at least 6 units. 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 each job description.

Summer/Fall 2021 JOBS

FINANCIAL AID STUDENT ASSISTANT $14.50/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-Thursday.

ADMISSIONS AND RECORDS/ENROLLMENT SERVICES ASSISTANT 15 – 20 hours/week, $14.00/hour need hours for summer
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.
COMMUNITY SERVICE POSITION: 3-4 HOURS/WEEK-PAYRATE RANGES 14-14.50

Payrate depends on the job being performed such as on the job duties, responsibilities and skill level. 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, ValleyCare 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.

Contact Mila Jabbar at 925-596-3825 or email jjabbar@laspositascollege.edu

GUIDED PATHWAYS STUDENT ASSISTANT: 5 – 8 hours/week Tues/Thurs 8:30-9:30am, Friday 1 – 4 & Wed 2:30-4:30pm as needed, $14.00/hour

- 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@laspositascollege.edu

VETERANS FIRST OFFICE ASSISTANT 10-20 hours/week, $14.50/per hour

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@laspositascollege.edu

CHILD DEVELOPMENT CENTER: STUDENT ASSISTANT (FRONT DESK): 15 – 20 hours/week, 3 days a week at 6 hours per day. $14.00/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.

Revised 07/21/21