

# Las Positas College Federal Workstudy Jobs Available

Updated June 4, 2018

## SUMMER JOBS

*Work on campus inbetween your classes. To qualify to work through this summer, you must have filed a **2017-2018 FAFSA**, been enrolled during Spring term 2018, have sufficient unmet financial need, have submitted all forms required to complete your 2017-2018 financial aid file, and not be in a disqualified status. Student need not be enrolled in summer, but must be enrolled for fall. Contact the financial aid office to see if you qualify.*

### How to Apply:

1. Confirm your eligibility with the financial aid office first.
2. Determine the positions you are interested in and contact the person indicated under each position directly.
3. Submit a **resume** and your **available SUMMER work hours** to the person indicated under each position.

*For Federal Workstudy jobs for the fall term 2018, a 2018-2019 FAFSA must be filed, your financial aid file must be complete, you must be enrolled in at least 6 units in Fall 2018, and you must have sufficient unmet financial need. A revised list of jobs available for fall term will be posted beginning mid-summer.*

### ADMISSIONS AND RECORDS/Online Service Center \$11 - \$11.50/hour 10 – 20 hours/week

Student will provide support to the Admissions & Records staff with clerical and computer entry duties and will provide information to the public and help students with registration process. Provide support for the Admissions & Records staff as needed with various projects, mail pickup and delivery, run errands on campus, mass mailings, scanning and indexing documents, filing, typing folder labels, customer service assistance with students and the public by phone and at the front counter. Good intuitive computer skills with windows based software. Must be reliable. Mature attitude, pleasant and approachable demeanor, able to work well with the public. Able to work under limited supervision. Must be detail-oriented, accurate, and be able to multitask. Answer daily emails, pull voicemails from system and answer or delegate appropriately, answer phones & take messages, assist students in Online Service Center, must be familiar with current Excel, Word, email programs, navigation of college website and CLASSWeb. **Contact Maria PenaBradford, Admissions and Records Office Building 1600, 424-1543; drop off resume and available work hours.**

### FINANCIAL AID STUDENT ASSISTANT \$12.00/hour 20 hours/week.

**Flexible hours but must have at least 12 hours available to work between 9am – 3pm 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.** **Contact Andi Schreibman, Financial Aid Office, Building 1600, 424-1585. Drop off resume and available work hours at the Financial Aid Office front window.**

### STUDENT HEALTH AND WELLNESS CENTER ASSISTANT 10 – 20 hours/week \$11.00/hr

Looking for a student to begin working asap this summer. Must have interest in health and wellness programs. The student must have the ability to speak and write effectively in English, have excellent people skills, 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, and interest in health & wellness programs. The student will work at the front desk and reception, access voicemails and respond or delegate appropriately, answer phones and take messages, help student s schedule appointments. Assist with various outreach events on campus. Maintain cleanliness of reception area and restock reading materials and maintain promotion board. Mail pickup and delivery. Run errands on campus, post signs, scan and copy documents. Must be detail-oriented and be able to multitask. Advanced computer skills (word, excel) preferred, will be a student "ambassador" and student liaison to the health center. **Contact Patricia Gonsman, Student Health and Wellness Center, 424-1831.**

**MASS COMMUNICATIONS MEDIA LAB ASSISTANT 8 - 20 hrs/week. \$11.50/hr**

Looking for a student to begin working asap this summer. Proficiency on computers required. Mac experience desired (but will train). Good organization, communication, time management, and leadership skills required. Must be responsible, conscientious, able to work independently, and a quick study.

The student assistant will assist the instructor, the instructional assistant, and the students in all aspects of operation of the media lab. Typical duties will include answering the telephone, communicating with current and potential advertisers, arranging the archives, and working with students. Sales and technology experience is desirable. This job will provide hands-on work in journalism. This would especially benefit speech, theater, English, mass communications, journalism, business, marketing, and graphic design majors.

*(contact Melissa Korber, Mass Comm Media Lab Room 2409, 424-1240 or 424-1286)*

**MSEPS DIVISION OFFICE ASSISTANT \$11.00 - 11.50/hour 10 - 15 hours/week**

The student must understand and be willing to work with students, faculty and the public and be able to provide good customer service. The student must have intermediate understanding of Microsoft Word and Excel, using a copy machine and answering the phone. Assist the Administrative Assistant and/or Division Dean with the basic function of daily operations in the office, including photocopying, picking up and dropping off mail, front counter services and minor clerical duties, such as maintaining spreadsheets, office files, preparing evaluation packets, and special projects. Assist with minor duties related to events and/or activities that occur in the Division. Assist with answering phone calls and directing student, faculty and the community to the right resources. **Contact Linda Cross, 424-1183**

**VETERANS FIRST OFFICE ASSISTANT \$11.50 - \$12/hour 15-20 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; 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; Assisting with (planning, setup, organizing, etc.) various outreach and oncampus events; Provide service with other 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, have excellent people skills, accurate and meticulous typing, and good computer skills, 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, and 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 starting with fall 2017. **Qualified veterans are strongly encouraged to apply. (Contact Todd Steffan, Building 1000, 424-1571).**

**READING, MATH OR LITERACY TUTOR IN K-12 local public school or public library**

**1 - 4 hours/week** pay rate depends on the level of job to be performed (ranges from \$11.50 - \$12.00/hour)

Be paid to work in a local public school (K-12) as a reading, math or literacy tutor, or be a literacy tutor at a local library. This works basically like a volunteer position in the community that you are paid for through federal workstudy funds. Fingerprinting will be required for anyone working in K-12 schools.

**Contact Andi Schreibman, Financial Aid Office, 424-1585.**