

# Las Positas College Federal Workstudy Jobs Available

Updated January 9, 2017

***Work on campus in-between your classes. To qualify, you must have filed a 2016-2017 FAFSA, have sufficient unmet financial need, have submitted all forms required to complete your financial aid file, not be in a disqualified status, and maintain enrollment in at least 6 units. 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 work hours** to the person indicated under each position.

## **FINANCIAL AID STUDENT ASSISTANT \$11.50/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, please don't apply if you won't be here that long!**

**Contact Andi Schreibman, Financial Aid Office, Building 1600, 424-1585. Drop off resume and available work hours at the Financial Aid Office front window.**