# **Federal Workstudy Jobs Available**

**Updated November 16, 2015** 

Only students who have filed a 2015-2016 financial aid application (FAFSA), completed their files, and are determined to have financial need may fill these positions. You must be enrolled in at least 6 units and you must not be in a DISQUALIFIED status. Pay rate varies between \$9.00 - \$10.00/hour (payrate will increase by \$1 beginning January 1). Work on campus in between your classes, or in a community service job at a local K-8 school.

#### **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 for FALL to the person indicated under each position directly.

### READING, MATH OR LITERACY TUTOR K-12 local public school 2-10 hours/week \$10/hour

Be paid to work in a local public or charter school (K-8) as a reading, math or literacy tutor. Fingerprinting will be required for anyone working in K-12 schools. **Contact Andi Schreibman, 424-1585.** 

## PRESIDENTS OFFICE ASSISTANT 10 – 20 hours/week \$9.50/hour

High degree of professionalism and confidentiality needed in all tasks. Labeling files and re-organizing as directed by Executive Assistant. Copying and scanning projects, as needed. Special mailing projects. Creating flyers and word documents. Assist as necessary with events the President's Office hosts. Other higher level office tasks. Answering phones, as needed. Filing; alphabetically and numerically. Must know MS Word (tables, labels, memos, fliers with clip art; MS Excel, ability to analyse information, categorize, ask appropriate questions and file accordingly. Strong skills in organizing and prioritizing work load; work independently; provide excellent customer service to visitors, staff or students; ability to lift 25 pounds of material in boxes; ability to sit for extended periods of time. Prior clerical background desired.

Contact Kelly Abad, President's Office Building 1600, 424-1002

#### FINANCIAL AID STUDENT ASSISTANT 15 – 20 hours/week. \$10/hr

Flexible hours but must have at least 12 hours available to work between 9 am – 3 pm Monday – Thursday. Assist with mailings, heavy scanning of documents, filing, typing folder labels, heavy customer service assistance with students and the public at our front windows and by phone. Accurate and meticulous keyboarding skills and excellent customer service skills with friendly approachable attitude 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. 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.

(Drop off resume and available work hours for fall semester at the Financial Aid Office front window)

#### CENTRAL TOOLROOM ASSISTANT 10–20 hrs/week 6 – 10 pm flexible hours \$10/hr

Assist with operation of the central Toolroom supporting Auto/Welding and Horticulture departments. Maintain safety and security in the toolroom, distribute tools and equipment and return in good order, report safety violations, maintain cleanliness in the toolroom, receive phone calls and take messages, be sure check out sheets are properly filled out and organized, document broken tools and equipment. Must have good customer service skills, able to take and follow directions, basic knowledge of shop safety, ability to lift minimum 25 pounds, basic knowledge of welding tools and equipment.

(Contact James Weston, Room 808 (Central Toolroom), 424-1137)

#### LIBRARY CHECKOUT DESK STUDENT ASSISTANT up to 10 hrs/week \$9/hr.

Check-in and out circulating library materials including Reserves through web-based Circulation checkout module; answer phone and give basic info or direct the call to appropriate staff; maintain order of circulation collections including shelving library material in correct circulation order, retrieve books from the Holds list, accept payment for library fines, work with cash register, keep printers filled with paper and service printers as needed, help keep library tidy and orderly by wiping down tables, study carrels and writable walls, dust book and AV shelves, check locked group study rooms for cleanliness and occupancy. Take accurate messages. Must be able to lift boxes of books and supplies up to 50 pounds, push and pull full book carts weighing 250 pounds, and bend and reach to place books and journals on library shelves. Must pay attention to detail, follow directions, have good computer skills to be able to use computers and library automation system, able to work without close supervision, dependable. Must be on time for all shifts. Must maintain confidentiality of patron information or termination will be immediate. *Contact Diana Kleinschmidt Library/Computer Lab Building 2000, 424-1153. Submit resume and available work hours for fall term.* 

## LIBRARY STUDENT ASSISTANT COMPUTER TUTOR: up to 10 hrs/week \$9.50/hr.

Assist students with MS Office Suite including Word and Excel programs. Enforce labe policies including monitoring/preventing consumption of food and drink and use of cell phones; photocopying, report malfunctioning equipment; provide printer maintenance including toner installation, printer troubleshooting, paper jams, reloading paper trays. Ensure any items left by students are submitted to the checkout desk staff. Keep computer lab neat and clean. Troubleshoot basic hardware and software computer and network issues; special projects as assigned. Must have experience with MS Office products, windows operating system basics, some knowledge of PC hardware preferred. Stong customer service experience and communication skills, able to enforce labe policies; work under limited supervision; stonr work ethic and reliable attendance; attention to detail; must has positive attitude, enthusiasm and desire to help people. Must maintain confidentiality of patron information or termination will be immediate.

Contact Diana Kleinschmidt Library/Computer Lab Building 2000, 424-1153. Submit resume and available work hours for fall term.

#### <u>VETERANS FIRST OFFICE ASSISTANT</u> \$9.50/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, set-up, organizing, etc.) various outreach and on-campus 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 2015. **Qualified veterans are strongly encouraged to apply**. (Todd Steffan, Building 1000, 424-1571).