

# Las Positas College Federal Work-Study Jobs Available

*To qualify for federal work-study job, you must file a 2023-2024 for employment. You must be enrolled in at least 6 units in fall 2023. 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](mailto: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.
4. All open positions are approved if FWS funding is available

## **FINANCIAL AID STUDENT ASSISTANT: \$16.00/ per hour 15-20 hours/week.**

**Flexible hours but must have at least 12 hours available to work between 9am – 5pm Monday – Friday.**

- ✓ 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 Mila Jabbar, [jjabbar@laspositascollege.edu](mailto:jjabbar@laspositascollege.edu). Or drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Friday**

## **ASSESSMENT CENTER/ENROLLMENT SERVICES ASSISTANT 10 – 15 hours/week,** **\$15.50/hour. Flexible work hours but must have at least 12 hours available between 9-5pm** **Monday-Thursday**

- ✓ Primary responsibility will be to help and support to students in navigating various resources and services offered at LPC.
- ✓ Handle incoming calls by answering, screening, and transferring them appropriately, while offering helpful information about Assessment /New Student Support Center services.
- ✓ Welcome individuals as they enter the center, determine the purpose of their visit, and guide or accompany them to their intended destinations.
- ✓ Carry out various administrative tasks, which may include organizing files, confirming appointments, and overseeing the front desk.
- ✓ Provide guidance and support to students in the process of applying for admission to college.
- ✓ Assist students in logging in to Class-Web, activating their Zonemail, and navigating the online platform effectively.
- ✓ Offer support in scheduling and preparing for assessments, placement tests and or first semester planning session.
- ✓ Provide guidance and assistance to students with registration for classes, ensuring they successfully enroll in classes and understand fee payment procedures.

**Email: Mike Alvarez, [malvarez@laspositascollege.edu](mailto:malvarez@laspositascollege.edu)**

## **ADVANCED MANUFACTURING WELDING STUDENT LAB ASSISTANT: 8 – 15 hours/week.**

### **\$15.50/hour**

Must have a desire to help students with their projects, excellent customer service skills, able to take direction from supervisors; at a minimum, a basic knowledge of shop safety; ability to lift a minimum of 25 pounds.

- ✓ Assist fulltime faculty in the welding lab and classroom.
- ✓ Maintain safety and security in the welding lab.
- ✓ Check maintenance of equipment and write reports on equipment condition; Report safety violations (e.g. students not wearing safety glasses, spills, etc.) to instructor; Maintain cleanliness in the Welding lab.
- ✓ Document broken tools and equipment; Help full time faculty set up labs and classroom demos.

*Email James Weston, [jweston@laspositascollege.edu](mailto:jweston@laspositascollege.edu)*

## **GUIDED PATHWAYS STUDENT ASSISTANT: 8 – 10 hours/week. \$16.00/hour (MULTIPLE POSITIONS AVAILABLE)**

Assist the Lead Guided Pathways Faculty with Guided Pathway initiatives with duties to include:

- ✓ Participate in the Guided Pathways Initiative Meetings. (3 hours)
- ✓ Represent student involvement in the Guided Pathway Initiatives at Town Hall and Academic Division Meetings. This includes preparing and delivering a short report if requested and assist the Guided Pathways Division Representative in answering questions regarding the initiative. (1 - 2 hours)
- ✓ Assist with research and blogging about the Guided Pathways Initiatives for student and community consumption at LPC. (1 – 2 hours)
- ✓ Assist with collecting student data related to Guided Pathways, typing up student comments for Guided Pathway Leads and summarizing themes. (1 - 2 hours)
- ✓ Work with students, faculty, and the public to provide good customer service.
- ✓ Must have good customer service skills and detail oriented.
- ✓ Have a good understanding of Microsoft Word
- ✓ Good understanding of how to participate in Zoom Meetings with audio and video
- ✓ Work independently and collaboratively
- ✓ Understands and follow oral and written instructions
- ✓ Willing to learn

*Email Kristy Woods, [kwoods@laspositascollege.edu](mailto:kwoods@laspositascollege.edu)*

## **KINESIOLOGY/ATHLETICS STUDENT ASSISTANT: 10 – 20 hours/week. \$15.50/hour**

Under general supervision from the full-time equipment technicians, as well as the Athletic Director and Dean, this position would provide support to the physical education and athletic programs to ensure the following:

- ✓ Efficient operation; organize, store, distribute, issue and collect clothing for physical education classes.
- ✓ Intercollegiate athletics; assist in overseeing and maintain security of locker room areas.
- ✓ Issue locks and lockers to students.
- ✓ Basic knowledge of Microsoft Office would be nice.
- ✓ Set up fields and courts for various physical education classes and athletic events and assist in the hosting events held at Las Positas College.

*Email James Giacomazzi, [jgiacomazzi@laspositascollege.edu](mailto:jgiacomazzi@laspositascollege.edu)*

## **Journalism and Media Studies Student Assistant: 8-12 hours/week & \$15.50/per hour**

- ✓ The student assistant will assist the instructors, instructional assistant, and the students in all aspects of operation of Media Lab.

- ✓ Proficiency on computers required.
- ✓ Mac experience preferred.
- ✓ Good communication, time management, and leadership skills required.
- ✓ Must be responsible, conscientious, able to work independently, and a quick study.
- ✓ Duties include answering phone, checking email, communicating with current and potential advertisers, arranging the archives, helping with public relations and fundraising, preparing the newsletter, and working with students.
- ✓ Sales and technology experience are desirable.

**Email: [Melissa Korber, mkorber@laspositascollege.edu](mailto:Melissa.Korber@laspositascollege.edu)**

**Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: \$15.50/per hour 3– 5 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 3 to 5 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@laspositascollege.edu](mailto:jjabbar@laspositascollege.edu). Or drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Friday***