

Las Positas College Federal Work-Study Jobs Available

*To qualify for a Federal Work-Study (FWS) position, you must file a **2026–2027** FAFSA to be considered for employment. You must be enrolled in at least 6 units during Fall 2026. In addition, all financial aid requirements must be completed, you must not be in a disqualified financial aid status, and you must demonstrate sufficient unmet financial need, as determined by the Financial Aid Office.*

Steps to Apply:

1. Confirm your eligibility with the financial aid office first by emailing us a lpcfinaid@laspositascollege.edu
2. Review the available positions and contact the person listed for 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. Open positions are filled based on the availability of Federal Work-Study (FWS) funding.

Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: 3-5 hours/weekly - Payrate \$16.90/per hour

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 and arrive on time for all Homework Help shifts.
- ✓ Complete and hand in all required paperwork.
- ✓ Demonstrate strong organizational skills and attention to detail.
- ✓ Exhibit responsibility, dependability, honesty, and maturity in all aspects of student assistant role.
- ✓ Maintain a friendly, patient, and inclusive attitude while working with a diverse group of students.

Email Mila Jabbar, jjabbar@laspositascollege.edu

ADMISSIONS AND RECORDS/REGISTRATION SUPPORT CENTER: 5-15 hours/weekly -Payrate \$16.90/per hour

Support the Registration Support Center by assisting students with applications, class registration, student ID creation, and general inquiries. Provide one-on-one support in person, by phone, and via email. Duties may include light filing and copying. Must maintain strict confidentiality regarding student information.

- ✓ Basic to intermediate computer skills, including website navigation, data entry, filing, typing, and use of common office applications.
- ✓ Ability to learn and use electronic office equipment, including scanners, printers, and copiers.
- ✓ Familiarity with college systems such as MyPortal and Canvas is a plus.
- ✓ Provides friendly and professional customer service to students, staff, and visitors in person, by email, and over the phone.
- ✓ Strong communication skills and the ability to work effectively with a diverse campus community.
- ✓ Dependable, organized, detail-oriented, and able to complete tasks with guidance and increasing independence.
- ✓ Ability to maintain confidentiality and handle sensitive student information responsibly.
- ✓ Willingness to learn office procedures, college processes, and new software systems.
- ✓ Assists the Dean of Enrollment Services, Senior Administrative Assistant, and Admissions and Records team with daily administrative tasks and office support.

Email Suzanne Kohler, sikohler@laspositascollege.edu

FINANCIAL AID STUDENT ASSISTANT: \$16.90/ per hour 15-20 hours/week.

- ✓ Provide excellent customer service to students and the public by responding to inquiries via phone and email.
- ✓ Assist with office operations, including mailings, scanning and indexing of documents, filing, and preparing file folder labels.
- ✓ Demonstrate accurate and detail-oriented keyboarding and data entry skills.
- ✓ Possess strong computer skills and proficiency with Windows-based software applications.
- ✓ Interact professionally with students, staff, faculty, and the public while maintaining a positive, approachable, and mature demeanor.
- ✓ Show excellent attention to detail, accuracy, and organizational skills, with the ability to multitask, prioritize daily assignments, and work independently
- ✓ Maintain a high level of reliability, dependability, and professionalism.
- ✓ Provide outstanding customer service with patience, courtesy, and effective communication skills.
- ✓ Prior clerical, office, or customer service experience is preferred.

Email: Mila Jabbar: jjabbar@laspositascollege.edu. Drop off resume and available work hours at the Financial Aid Office front window from 9-5pm Monday-Thursday

BUSINESS, SOCIAL SCIENCE, AND LEARNING RESOURCES: LIBRARY - STUDENT ASSISTANT: 6-10 hours/weekly - Payrate \$16.90/per hour

- ✓ Shelf library materials according to the Library of Congress Classification System with accuracy and attention to detail.
- ✓ Provide excellent customer service at the Checkout Desk by assisting students, faculty, staff, and library visitors.
- ✓ Answer phones, assist with basic inquiries, and provide general library support.
- ✓ Maintain organized and clean shelf areas and study spaces.
- ✓ Assist with mail, key checkout, and other library tasks as assigned.
- ✓ Reliable, organized, and able to manage time effectively.
- ✓ Strong communication skills and ability to work independently and as part of a team.
- ✓ Basic computer skills, including familiarity with Google Sheets, Microsoft Word, and Excel.
- ✓ Ability to lift up to 35 lbs. and perform occasional physical tasks.

Email Diana N. Kleinschmidt, dnavarro@laspositascollege.edu

HSI PROGRAM: STUDENT ASSISTANT/AMBASSADOR: 10 hours/weekly - Payrate \$16.90/per hour

- ✓ Support HSI outreach and student success efforts
- ✓ Connect students with campus resources
- ✓ Promote an inclusive campus environment
- ✓ Assist with outreach and recruitment
- ✓ Support programs and events
- ✓ Promote HSI initiatives
- ✓ Participate in leadership development
- ✓ Strong customer service skills
- ✓ Microsoft Office and Zoom experience
- ✓ Good communication and public speaking skills
- ✓ Detail-oriented and organized
- ✓ Work independently and as a team
- ✓ Willingness to learn

Email John F. Gomez, jfgomez@laspositascollege.edu

Information Desk: STUDENT ASSISTANT: 8-20 hours/weekly - Payrate \$17.40/per hour

- ✓ Answer phone calls and assist with inquiries
- ✓ Greet students, staff, and visitors
- ✓ Provide directions and general information
- ✓ Strong customer service skills preferred
- ✓ Familiarity with MyPortal for registration-related questions
- ✓ Knowledge of Canvas for class-related support
- ✓ Basic Microsoft Word skills
- ✓ Ability to communicate effectively and assist a diverse campus community

Email Sui Song, ssong@laspositascollege.edu

(2) AUTOMOTIVE STUDENT LAB ASSISTANT: 5-15 hours/week – Payrate \$16.90/per hour

The Student Lab Assistant will support the daily operations of the Central Toolroom by assisting the Lab Technician, Instructional Aides, and Instructors. This role is focused on maintaining a safe, clean, and organized environment while providing excellent service to students and staff.

- ✓ Intermediate computer skills (website navigation, typing, etc.)
- ✓ Maintain safety and security within the Central Toolroom
- ✓ Distribute tools and equipment to students and ensure they are returned in good condition
- ✓ Monitor and report safety violations (e.g., missing safety gear, spills) to the appropriate staff
- ✓ Keep the toolroom clean, organized, and functional
- ✓ Ensure tool check-out sheets are accurately completed and properly filed by class/day
- ✓ Document and report damaged or broken tools and equipment
- ✓ Answer general phone calls and take messages as needed
- ✓ Interest in helping fellow students with hands-on projects
- ✓ Strong customer service and communication skills
- ✓ Ability to follow directions and work under supervision
- ✓ Basic knowledge of shop safety procedures
- ✓ Ability to lift up to 25 pounds
- ✓ Familiarity with basic automotive and welding tools and equipment is preferred

Email James Weston, jweston@laspositascollege.edu

***** Please note: FWS funds are limited and are awarded based on FAFSA eligibility and on a first-come, first-served basis.**