

Las Positas College Federal Work-Study Jobs Available

To qualify for federal work-study job, you must file a 2025-2026 for employment. You must be enrolled in at least 6 units in fall 2025. 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
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.

Homework Help at the Rincon Branch Library: Reading, Math or LITERACY TUTOR PROGRAM FOR K-12: 3-5 hours/weekly - Payrate \$17.00/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

ACADEMIC SERVICES VICE PRESIDENT'S OFFICE STUDENT ASSISTANT: 5-15 hours/weekly - Payrate \$16.50/ per hour

This Student Assistant will provide general office support in the VP of Academic Services (VPAS) office. This role offers hands-on experience in an academic administrative setting and requires attention to detail, professionalism, and a willingness to learn.

- ✓ Assist with several projects, including data entry and document review
- ✓ Help review spreadsheets and other documents or check data for accuracy and completeness
- ✓ Prepare basic documents or spreadsheet as needed
- ✓ Greet and assist visitors in a courteous and professional manner
- ✓ Make photocopies and assist with documentation organization
- ✓ Pick up and deliver mail and documents to/from other campus offices
- ✓ Must be detail-oriented and able to work independently with minimal distractions
- ✓ Willingness to learn and take initiative in completing tasks.
- ✓ Proficiency with Microsoft Office Suite (Word, Excel, PowerPoint) preferred.
- ✓ Basic office experience, including database entry, typing, and handling PDF documents (Adobe).
- ✓ Ability to cross-reference materials and follow instructions accurately
- ✓ Provide other office assisting duties as necessary

Email Carolyn Scott, cscott@laspositascollege.edu

KINESIOLOGY/ATHLETICS STUDENT ASSISTANT: 10 – 20 hours/weekly - Payrate \$16.50/per hour

Under the general supervision of the Equipment Technicians, Athletic Director, and Dean, the Student Assistant will provide essential support to ensure the smooth and efficient operation of the physical education and intercollegiate athletics programs at Las Positas College.

- ✓ Organize, store, distribute, issue, and collect clothing and equipment for physical education classes
- ✓ Assist in maintaining the security and cleanliness of locker room areas
- ✓ Issue and track locks and lockers assigned to students
- ✓ Assist with setup of fields and courts for physical education classes and athletic events
- ✓ Support the hosting of athletic events held on campus, including preparation and event assistance as needed.
- ✓ Basic knowledge of Microsoft Office (Word, Excel) is preferred
- ✓ Must be dependable, responsible, and able to work with minimal supervision
- ✓ Ability to lift and carry equipment, and perform physical tasks related to event setup
- ✓ Strong communication skills and the ability to work collaboratively with staff and students

Email James Giacomazzi, jgiacomazzi@laspositascollege.edu

ARTS & HUMANITIES: THEATER ARTS - STUDENT ASSISTANT: 5-12 hours/weekly - Payrate \$16.50/per hour

Assist with setup, operation, and breakdown of technical elements for theater productions and campus events. Duties may include work in lighting, sound, set construction, props, rigging, and stage management. Help maintain equipment and facilities.

- ✓ Experience or interest in technical theater
- ✓ Reliable, team-oriented, and willing to learn
- ✓ Evening and weekend availability may be required
- ✓ Familiarity with Google Suite is a plus
- ✓ Knowledge in Google Suite

Contact Titian Lish for more specific job duties, responsibilities and expectations.

Email Titian Lish, tlish@laspositascollege.edu

ARTS & HUMANITIES: THEATER ARTS - STUDENT ASSISTANT: 5-10 hours/weekly - Payrate \$16.50/per hour

Assisting with general administrative duties and contributing to basic marketing and outreach efforts. This position is ideal for a motivated student with strong communication skills and an interest in marketing, content creation, and event promotion.

- ✓ Assist with clerical tasks such as filing, scheduling, and organizing departmental materials
- ✓ Assist with the promotion of departmental events and productions through social media, flyer distribution, and other outreach activities
- ✓ Help with creating and post engaging content for various social media platforms in line with departmental goals and branding
- ✓ Support keep an organized archive of promotional materials and digital content
- ✓ Perform additional general administrative support tasks as needed
- ✓ Strong written and verbal communication skills
- ✓ Good organizational skills and attention to detail

- ✓ Ability to work independently, manage time effectively, and meet deadlines
- ✓ Familiarity with major social media platforms (e.g., Instagram, Facebook)
- ✓ Experience with graphic design or content creation tools (e.g., Canva, Adobe Creative Suite) is a plus

Email Titian Lish, tlish@laspositascollege.edu

ADMISSIONS AND RECORDS/REGISTRATION SUPPORT CENTER: 5-10 hours/weekly -Payrate \$16.50/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.

- ✓ Intermediate computer skills (website navigation, typing, etc.)
- ✓ Familiarity with electronic office equipment (scanner, printer, copier)
- ✓ Knowledge of college systems like MyPortal and Canvas is a plus
- ✓ Strong customer service skills (in-person, email, phone)
- ✓ Reliable, detail-oriented, and able to work independently
- ✓ Strong communication and customer service skills
- ✓ Basic computer proficiency and comfort navigating student systems
- ✓ Ability to work independently and handle sensitive information responsibly
- ✓ Detail-oriented and dependable

Email Suzanne Kohler, sikohler@laspositascollege.edu

COMMUNITY SERVICE POSITON: 3-5 hours/weekly - Payrate ranges \$16.50/per hour

Be paid to do work in the community performing what would normally be a volunteer position in a local non-profit agency or organization (V.A. Hospital, library literacy program, School Age Mother's program, Valley Care Health, Tri Valley Haven, etc., or work in a local public-school providing Reading, math or literacy tutoring. Fingerprinting will be required for anyone working in K-12 schools.

Email Mila Jabbar, jjabbar@laspositascollege.edu or call 925-424-1589

(2) AUTOMOTIVE STUDENT LAB ASSISTANT: 5-15 hours/week – Payrate \$16.50/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

Career & Transfer Center/Student Assistant: 10-20 hours/weekly - Payrate \$16.50/ per hour

Assist the Career & Transfer Center staff with office tasks, events, and helping students who visit the center. This includes greeting visitors, answering phones, helping with flyers and social media, and supporting events.

- ✓ Greet students and answer basic questions
- ✓ Help students sign in and use center resources
- ✓ Answer phones and take messages
- ✓ Distribute flyers and help with events
- ✓ Support social media and update materials
- ✓ Perform light office work (copying, filing, organizing)
- ✓ Assist with other Student Services tasks as needed
- ✓ Friendly, reliable, and organized
- ✓ Good communication and computer skills
- ✓ Able to follow instructions and work independently
- ✓ Experience with Canva or social media
- ✓ Comfortable with public speaking
- ✓ Basic knowledge in Microsoft Word, Excel, PowerPoint, Canva, and Google Suites

Email Kristi Vanderhoof, kvanderhoof@laspositascollege.edu