

DEPARTMENT	JOB DESCRIPTION	CONTACT INFORMATION
Life Sciences	Student workers will assist in organizing and maintaining the Biology Stock Room which supports the program, department, students in classes, and will facilitate FWS students' knowledge of laboratory supplies and equipment. FWS students will benefit by learning stockroom protocols and safety, how to prepare equipment and materials for all teaching labs, inventory management, and how to maintain a clean and efficient working environment. Duties include cleaning glassware and equipment, assisting in laboratory prep work, and performing clerical duties (i.e. typing, filing, laminating, labeling.)	Laila Barada 562-938-3130
Life Sciences	The Life Sciences Department requests two student workers to assist in organizing and maintaining the Audio-tutorial lab. Duties include cleaning glassware and equipment, assisting in laboratory prep work, and performing clerical duties (i.e. typing, filing, laminating, labeling.) The Audio-tutorial lab delivers practical, hands-on instruction in a laboratory setting and serves students enrolled in Biology 41L (Contemporary Biology) and 60L (Human Biology). Through their employment with the Life Science department, FWS students will develop transferable skills and gain valuable experience working in a laboratory setting. This skill set allows students to demonstrate competence and develop productive work habits, enhancing future employability. Additionally, students will earn supplemental income to pay for their current education.	Cong Trinh 562-938-4614
Visual Media Arts	The Sculpture/3D Lab—comprising a wet lab for mold making and clay modeling, a metal fabrication area, a CNC router, a woodshop, and both indoor and outdoor instructional spaces—requires ongoing support to remain safe, organized, and functional for student use. A student assistant is essential to support the Instructional Associate in maintaining these diverse workspaces by helping with tasks such as organizing materials, refurbishing tools, creating instructional signage, and ensuring the shop is clean and ready for use. Their role directly contributes to the overall safety, efficiency, and accessibility of the lab, which serves a wide range of courses and student projects. In return, student assistants gain practical, resume-building experience in shop management, tool maintenance, material preparation, and collaborative support. They learn how to safely operate in a professional lab environment, take direction, work alongside peers, and develop a deeper understanding of the responsibilities that come with maintaining a shared creative space. This role provides hands-on learning that reinforces course content and prepares students for future work in sculpture, fabrication, and other creative industries.	Janet Hund
Visual & Media Arts (Ceramics)	The work-study students support their peers by providing guidance on the proper use of tools, materials, and equipment in the ceramic studio. They instruct students on the safe practices essential for the studio environment and ensure the availability of adequate laboratory materials to achieve successful project outcomes. Additionally, they play a crucial role in maintaining and upholding health and safety standards related to studio equipment and materials. This includes identifying and reporting any potential safety hazards or malfunctioning equipment. Other responsibilities include preparing studio glazes, assisting with the loading and unloading of kilns, and organizing the materials and tools used in the ceramic lab.	Jennifer Morales 562-938-4024
Life Sciences	The Life Science Department requests two student workers to assist in organizing and maintaining the Biology and Microbiology Stock Rooms. Duties include cleaning glassware and equipment, assisting in laboratory prep work, and performing clerical duties (i.e. typing, filing, laminating, labeling.) Without student assistance, it will be difficult to continue to offer so many sections of our non-majors biology labs. The Stock room ensures recourses are available to provide practical, hands-on instruction to students in a laboratory setting and serves students who are enrolled in Biology I A and I B (Biology for Science Majors), 20L (Marine Biology), 30L (Wildlife Biology), 41 L (Contemporary Biology), 60L (Human Biology), Anatomy I L (Human Anatomy), Physiology I (Human Physiology) and 41 L (Anatomy and Physiology) and Microbiology BIO2 at LBCC.	Virginija Kirkiliene

Life Science	<p>(General Microbiology Lab) is where pre-nursing students perform lab experiments involving the study of microbes. The Life Sciences Department offers nine sections of Microbiology classes each Fall and Spring. Every section includes numerous experiments requiring hundreds of test tubes and culture media plates for bacterial testing. Cleaning glassware is time-consuming and essential for lab operations. Therefore, instructors and I (staff) are seeking five dependable Federal Work-Study (FWS) students to assist with cleaning, drying, and storing lab glassware. As each experiment generates used materials daily, consistent help is critical to maintain lab prep rooms and classrooms. 1. Support for Students, Program, and Department: The Microbiology Lab is essential for the pre-nursing program. The volume of experiments requires regular cleaning and maintenance of lab equipment. Without FWS support, the department's ability to offer these classes would be impacted. 2. Benefits for Student Employees: Students gain hands-on lab experience valuable for careers in nursing and healthcare. They develop skills in lab techniques, equipment handling, and maintenance that enhance their career readiness. 3. Duties and Responsibilities: • Clean and sanitize test tubes, Petri dishes, and other lab glassware • Load/unload dishwasher, dry, and store glassware • Clean lab carts, sinks, desks, and counters • Cap test tubes after media dispensing • Remove labels/marks from glassware; refill Pine-Sol and soap dispensers • Assist with cleaning lab equipment (microscopes, incubators, refrigerators, ovens, etc.) • Help with receiving, storing, and inventorying supplies • Perform clerical tasks: label test tubes, drawers, cabinets; type signs We truly appreciate your time and support in helping us recruit these essential student workers.</p>	Thai Ly 562-938-4844
Visual & Media Arts	<p>Our FWS students support students with general questions about the department. They help students register for art lockers. They post flyers for the entire school of Visual, Performing Arts and Cultural Programs. They assist other programs when needed, such as the Art Gallery and Sculpture. They help chaperone high school students at events and keep our building looking good by sweeping and taking down old flyers.</p>	Susan Raby
Automotive Technology and Alternative Fuels	<p>FWS is a great program that helps students in labs maintain safe working procedures, helps keep lab areas in proper working order as well as helping clean up spills etc. immediately for safety reasons. Student workers help support other students by being role models and holding positions in related field of study. Students gain a lot of tool knowledge, shop procedures as well as assisting and learning as we repair lab equipment and vehicles. FWS students will assist on both Automotive as well as Alternative fuel sides of shops in our program that has high enrollment. Our main objective is maintaining a safe shop and working environment as well as assisting in keeping tools organized through our processes.</p>	Paul Kleizo 562-938-3137
ESL office	<p>ESL office provides student services from 8:30 a.m. to 7:00 p.m. from Monday to Thursday, and Fridays from 8:30 a.m. to 4:30 p.m. Providing 11 hours of services daily to our ESL students requires us to have more staff to cover different shifts. I work as a supervisor in ESL office from 8:30 p.m. to 5:00 p.m and we are currently seeking bilingual Spanish/Khmer Federal Work Study employees to assist with the ESL services. Hiring five Federal Work Study employees to provide support during the 8:30 pm to 7:00 pm shifts would enable us to provide better service to our ESL students. The ESL department has currently one classified employee and without the support of the FWS student program, the ESL services will be impacted. The Federal Work Study employees will assist with the following: • Welcome ESL students and assist them with the application process. Provide bilingual support services to the ESL students (Spanish or Khmer) by phone and in-person. • Answer ESL student's questions regarding the ESL program. • Assist ESL students with the selection of ESL classes. • Assist ESL students in selection of proper class number depending on placement levels. • Assist ESL students with canvas/and navigate the Viking Portal. • Promote the ESL classes by posting and distributing flyers. • Assist faculty and staff in the ESL Department.</p>	Iris Jkanovich
MESA Science Resource Center (SRC)	<p>MESA SRC are seeking student employees in two key areas: front desk/clerical support and STEM tutoring. Front desk/clerical support will help with greeting and checking in students, answering questions related to SRC and MESA programming and daily operations, managing tutoring appointments and inventory, preparing materials for events, assisting with basic outreach, and completing routine office tasks. As the first point of contact for the center, these student employees play a key role in maintaining a welcoming and organized environment that supports student engagement and success. Tutoring roles will provide direct academic support to students in life and physical science courses. Peer tutors help reinforce classroom concepts and support students in developing effective study skills—all of which are essential for STEM retention and success.</p>	Amy Lee, MESA Director 562-938-4771

First Year Experience	<p>1. Support students, program support, and/or department assistance: The FYE Program is seeking a student worker to assist with the daily operations of the FYE Center and contribute to department-wide efforts that support first-year student success. This position is vital in helping us create a welcoming environment, coordinate outreach, and provide peer-level insights into the student experience. The student worker will also play a role in engaging with new and continuing students, promoting key resources, and supporting the implementation of major department events and initiatives. 2. Benefits students will obtain by being employed in your department: Students employed in FYE will gain valuable leadership and professional development skills through hands-on experience in a fast-paced student services setting. They will strengthen their communication, event planning, and digital marketing abilities, while also developing a strong understanding of student support systems within a higher education context. In addition, they will have the opportunity to work closely with staff, faculty, and student leaders, gaining mentorship and exposure to campus-wide initiatives focused on equity and access. This experience is particularly beneficial for students interested in careers in education, counseling, student affairs, communications, or public service. 3. Duties and responsibilities the student will have: Greet and assist students at the FYE Center front desk Support planning and implementation of FYE events and workshops Collaborate with the FYE Student Advocacy Group to gather student feedback and plan student-led initiatives Assist in developing and distributing marketing materials, including flyers and social media content Help maintain FYE's social media presence in collaboration with the department's social media team Provide basic information about FYE services and programs to peers Support data collection and outreach efforts for Long Beach College Promise students We are ideally seeking a student who is currently part of the Long Beach College Promise program and who can represent the first-year experience with authenticity and enthusiasm.</p>	<p>Alex Luong 562-938-5231</p>
Basic Needs	<p>1. The Viking Vaults (food pantry) need student workers to help increase access to our free, food services for all of our LBCC students at both the LAC and PCC campuses. Having more workers available will increase our outreach efforts and help us keep our doors open more hours to increase availability for students to pick up the food they need. 2. Students will benefit from working in a fun and friendly environment that supports their academic and professional development and gives them an opportunity to give back to their community. Training in teamwork, effective communication, customer service, time management, and organization will be provided to all student workers. 3. The student workers will help provide food at the Viking Vaults and campus events such as our monthly Better Breakfast's and mobile food banks, maintain operations such as inventory and stocking, help with outreach efforts such as creating flyers and giving presentations for individuals and classrooms, and serve as student liaisons for our food services.</p>	<p>Justin Mendez 562-938-4756</p>
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Athletics	<p>1. Support for Students, Program Support, and Department Assistance: The Athletic Department at Long Beach City College relies on a wide range of operational, administrative, and event-based functions to serve our student-athletes and broader campus community. Federal Work Study Student Assistants are essential in helping maintain these functions efficiently. They support our coaches, athletic trainers, and administrative staff by assisting with game-day operations, managing equipment, updating records, and helping communicate key information to student-athletes. Their presence allows our department to provide timely, organized, and effective services while enhancing the overall experience for all involved in our programs. 2. Benefits to Students Employed in the Department: Students employed as assistants in the Athletic Department gain hands-on experience in a dynamic, team-oriented environment. They develop practical skills such as time management, communication, leadership, and event coordination. These roles often expose students to careers in sports management, kinesiology, athletic training, and administration—offering invaluable insight and networking opportunities in their fields of interest. In addition, work study employment provides a flexible, on-campus job that helps students finance their education while staying connected to the LBCC campus community. 3. Duties and Responsibilities of Student Assistants: Federal Work Study Student Assistants in the Athletic Department may be responsible for: Assisting with preparation and setup for athletic events and practices Managing game-day logistics, including scorekeeping, ticketing, and concessions Providing clerical support such as filing, data entry, and maintaining attendance records Helping with inventory and organization of athletic equipment Supporting coaches and athletic staff in communication with student-athletes Promoting athletic events on campus through digital and print media These duties allow the student assistant to be an integral part of the department's operations while building valuable career skills and contributing to the success of LBCC Athletics.</p>	Kal Stewart 562-938-4131
ESL, ASL, & Linguistics	<p>1) Work-study students provide direct assistance to students with translation help, registration for the center, help creating and using passwords, referrals to school services, help explaining homework, help explaining school and government documents, and explaining various classes to students. Student workers assist students with computer programs, cell phone apps, and other technology. They help students with formatting and laying out essays and research papers, saving and printing of school work, use of photos and attachments, works demonstrate creating PowerPoint or other presentations. They guide and assist students with scheduling for tutoring, workshops, and other lab offerings. They assist students with printing, online work in Canvas, Ellii, Zoom, and other online work. They assist with school Chromebooks when needed. They support our department and program by helping to create advertising and marketing for the lab, social media postings, YouTube videos, and department postings in various languages. They assist with lab orientations, classroom visits, workshops, and special events. They assist tutors and teachers with instruction in native languages. They answer phones, greet students and customers, answer questions, record and file lab documents, and do minor record keeping. They perform customer service skills. 2) Students receive constant and in-depth training in customer service, technology, tutoring, and safety. They participate in school events and the promotion and marketing of the center and the department. They learn public speaking, advertising art, and participate in center planning. The skills they learn are transferable to various careers, Universities, and institutions. Most of our student workers obtain a great base of knowledge that helps them to study better, and to reach great heights in their chosen fields, and the education required to get them there. 3) Students are assigned to assist at the counter, assist the associates creating new material and advertising the center's services, they assist the tutors with students language skills, practice with students, offer technical help, assist with workshops, help guide students to the tutor in a steady flow according to appointments and other jobs as needed.</p>	Michael Smith 562-938-3255
Welcome Center	<p>he Welcome Center is a very busy department and need as much support as we can get. We have student assistance help with phone calls, phone projects, assist enrolling students and event check-in. This help would be greatly appreciated.</p>	Kemberly Quiroz
Student Equity	<p>The FWS student(s) will support formerly incarcerated and gang-impacted students by connecting with peers, offering support, and helping them access campus resources. This opportunity is especially valuable for students who have recently come home and face barriers to employment, as it helps alleviate financial stress while allowing them to pursue their academic and personal goals.</p>	Rosa Martinez - 562-938-4901

TTC Welcome Center	+ assist staff members with handling the lobby. Helping students with enrolling, calling projects, Viking events... + students will learn student service, communication skills, office organization, teamwork environment... + greeting, directing students when they arrive. Handling the phone calls, assisting with registration process such as applying, accessing to orientation, registration...	Tai Nguyen / 562-938-3970
LAC Library Computer and Print Center	FWS Students at the LAC Library Computer and Printer center assist LBCC Students with the daily operations of the computer lab. FWS students help other students access, guide and provide any extra assistance to computer and printer users. Functions of MS Word, Excel and other MS Office suite products, accessing the CANVAS shells using internet browsers e.g. Chrome, Firefox and Edge. FWS also help with Google Docs and other cloud base applications. Printers are managed in a daily basis as well. The library is currently scheduled for 62.5 hours of open hours, Monday thru Saturday, including evenings (5-8pm) from Monday thru Thursdays.	Ruben Amador 562-938-4586
Child Development Center - TTC	Federal Work-Study (FWS) students gain valuable, hands-on experience in a high-quality early childhood education and preschool setting, contributing toward their professional hours and work experience. While they are not included in staffing ratios, FWS students support classroom teachers in supervising children and maintaining a safe, engaging environment. Typical responsibilities may include reading to children, assisting during group time, helping to prepare snacks and lunches, and performing light cleaning during classroom transitions. FWS students are always supervised by Child Development Center (CDC) staff. All individuals working in our licensed facility must provide proof of immunizations, have a recent TB test, and complete both the Mandated Child Abuse Reporting and Healthy Schools Act trainings. Detailed information on these requirements will be provided upon selection. Many former FWS students have gone on to become CDC employees. Training and ongoing support are provided to ensure a positive and professional experience.	Stacey Smith-Clark, 562-938-3080
Visual & Media Arts	Support students at TV and radio stations, plus sports remotesthat are live streamed and also on cable TV. Support students in the setup of all production equipment for the above. Support student success with respect to live streamed radio/podcast/sports productio/news production & transfer students to 4 year schools.	Robert Hersh 562-938-4892
Mail Services	Students will assist Mail Services with sorting incoming mail and parcels. Students will undergo cart safety training to be able to navigate the campus via golf carts. Students will be able to network and be involved with campus life. Students will be able to deliver mail and learn how to navigate campus safely.	Tina Malinis, 562-938-4389
COS	Assist with the daily operation of the COS lab, as well as assist students with log in procedures to our computers and their Viking Portal. Direct students to the proper places for any other type of services related to our computer lab, such as tutoring or computer lease program. Assist with proper organization and storage of supplies when need, among several other duties and responsibilities.	Ana Rivera 562-938-4377 - Rene Hoyo 562-938-4904
Student Life	Student Life programming, Clubs and Organizations, Student Union support with photo ID and all major events on campus and club events at both campuses.	Teila Robertson 562-938-5265
TRIO GO Project	Student workers are needed to support various aspects of the program. Student workers can provide TRIO GO Project participants with assistance when needed. They can provide participants with updates regarding upcoming activities such as workshops. They can also assist with monitoring the computer lab and assisting with recruitment efforts. They will complete clerical tasks such as filing, answering phones, etc. They will strengthen their computer skills assisting with creating flyers, charts, and PowerPoint presentations using various programs such as Excel. Student workers will learn valuable communication skills, clerical skills, and organizational skills. They will learn to be a team player, make informative decisions regarding work tasks, and gain confidence in their leadership skills. Student workers will also learn to pivot in a dynamic work environment and gain effective customer service skills as well as interpersonal skills.	Valinda Intarattana 562-938-3233

Career Education	<p>BENEFITS This opportunity allows students to work as a Student Assistant to develop essential skills in office administration, communication, organization, problem-solving, collaboration, and customer service. By working closely with faculty and staff, students will gain valuable networking opportunities, fostering professional connections that can lead to mentorship, strong references, and future job prospects. Additionally, students will explore diverse career paths within higher education specifically and office administration in general, helping them identify their interests and strengths. DUTIES Filing and Record Keeping (Organize, file, and maintain physical and digital documents accurately. This may include creating new files, archiving old ones, and ensuring proper labeling); Copies/Scans (Make copies of documents and scan/email documents); Greeting Visitors (Greet visitors and help to answer their questions or guide them to the appropriate person/office); Supply Inventory (Monitor and maintain office supply inventory. Notify staff of additional supplies needed); Communication (Assist with contacting students to inform them of cancelled classes or other communication needs); Errands (Pick up and deliver inter-office mail and other errands, as needed); Must maintain confidentiality with all sensitive information.</p>	Zaneta Allen 562-938- 3237
Computer & Office Studies	<p>The COS (Computer & Office Studies) department offer courses in Microsoft Office and other technological skills courses. We need the help of FWS students to support and assist other students in their coursework and class assignments, which may include classes outside of our department as well. By working with our department, students get a hands-on experience in dealing/helping their peers and at the same time gain great customer services experience. Their duties include helping students in the technology center, and also up-keeping with all our classroom labs.</p>	Thomas Q Tran
Library	<p>The library circulation area is a busy place. It serves as the first point of contact for library users. The Library is open Monday through Saturday from morning to evening. At all hours student workers are needed to check in/out/renew library materials and study rooms; answer questions; help with scanning, printing, and computers. In addition, student workers will process daily newspapers and textbooks; enter data; retrieve mail; shelve books and maintain book stacks in order; and perform other assigned tasks. Students learn transferable skills and excellent work ethics for the job market.</p>	Ariane Le 562-938-3129
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Auditorium	<p>We are requesting 4 positions for the Auditorium. Ideal order of priority for us: 2 positions for our Scene Shop 1 position for Costumes 1 position for Lighting and Sound Students would work in all areas, but we would like to be able to have people concentrate in specific areas and be helping in those areas regularly. The Auditorium provides support for all events and programs that take place in our building and we will be opening a new building this coming year that will add 3 more brand new performance spaces. The events include Theater, Dance, and Music concerts and productions as well as events for the college as a whole including graduations, conferences, and special events. The students will help in the building of sets, costumes, and the hanging of lights and sound equipment. They will gain real world experience in creating and supporting live entertainment events and how to work with performers, designers, and technicians to create and run professional level productions. They will be working with professionals in their field to receive training in all of these areas while they help bring the events and productions from plans to reality. The ideal of four positions would allow for us to specialize the training to the individual student, someone from theater, music , or dance would be able to train and work in the area that they are studying in, but these skills are also useful for anyone. Working with hand tools, power tools, lighting, sound equipment, and working with costumes provides real life skills that are applicable for everyone.</p>	Rick Greaver

FACS-Fashion	<p>The FWS program offers valuable benefits to both students and the fashion program. In previous semesters, fashion students participating in FWS have enhanced their learning through hands-on application of classroom knowledge. Supporting their peers allows them to build confidence, reinforce their skills, and develop a deeper understanding of course content. Peer support in the classroom fosters a collaborative environment where students can relate through shared challenges and accomplishments. The presence of student workers also provides faculty with valuable insights into the student experience. Additionally, having extra support in the classroom contributes to improved student outcomes. This practical experience is a strong addition to a student's résumé and aligns with their career goals in the fashion industry. Under faculty supervision, the student will assist in the fashion laboratory and computer lab by helping peers with garment cutting, sewing construction, and the correct use of equipment and materials. Additional responsibilities include supporting instructors with clerical tasks, preparing instructional materials, creating social media content and flyers, and assisting with the upkeep of lab equipment.</p>	Chantel Bryant 562-938-4499
Upward Bound, Student Equity	<p>Program support/department assistance - By helping to prepare materials for workshops, updating student folders, creating flyers for upcoming events/trips and organizing supplies. Students can benefit by gaining office, file management and clerical work experience. They can also gain insight into the field of education and what goes on behind the scenes of student-serving programs.</p>	Jeremy Milling 562-938-3153
Student Health Services	<p>Support for Students: This position is designed to directly support students by providing them with valuable on-campus employment that accommodates their academic schedules. It gives them an opportunity to earn income while developing critical soft skills such as time management, communication, customer service, and problem-solving in a real-world environment. By working in the Student Union, students also become more engaged in campus life, which supports overall student retention and success. Our student workers will learn the resources available to students and be able to share these resources as resource fairs, tabling, and event support to highlight Student Health Services. Duties and Responsibilities: Student employees will be responsible for: • Greeting and assisting guests in the Student Union. • Supporting event setups, breakdown, and event promotion to increase student engagement between the TTC and LAC campuses. • Support in posting fliers around campus to promote student health services</p>	Sergio Grimaldi 562-938-3127
Innovation Department	<p>The FWS students will support the Boy & Girls Club after school program on campus. 2. Students will gain experience working with children and in planning/management and facilitation of after school programming. Helping with activities during after school program, assisting staff with children in program.</p>	Jessica LeGault 562-938-4559
EOP&S	<p>Student support and department assistance is vital to our program that has several umbrella programs (4) including EOPS as the head program with over 1500 students a semester. Responsibilities would include book loan assistance, scheduling, phones, case management and special events such as outreach, office assistance, computer lab and food distribution.</p>	Deatrice Shernell 562-938-4091
Outreach	<p>Campus tours at both campuses including the LB College Promise 4th Grade Tour for all 5000+ LBUUSD 4th Graders. Tabling at community events including Uptown Jazzfest, Vets and Pets, Dia de los Muertos, City of LB Youth Festival and many, many more. Assisting the Public Affairs and Marketing Department prepare for large on campus events including College Day, State of the College, Graduation, and Welcome Week. Students will learn about how community college operate, the role LBCC plays in community and will improve their public speaking ability.</p>	Sean Cully 562-938-4490

Student Services - Executive Vice President Off	<p>The Student Assistant will support the Executive Vice President's Office by assisting the Executive Assistant with daily operations, providing general support to students, and helping with various program and department activities. This position is ideal for students who are interested in gaining professional experience in a high-level administrative setting while contributing to campus-wide initiatives. Benefits for Student Employees: Gain hands-on experience in a professional office environment Build skills in communication, organization, and customer service Network with college leadership and staff Enhance your résumé with meaningful, real-world experience Flexible hours that accommodate your class schedule Duties and Responsibilities: Greet and assist students, staff, and visitors in person and by phone Provide support for department meetings and events, including preparation and follow-up Assist with data entry, and filing Help manage calendars, emails, and other clerical tasks as assigned Participate in projects that support student services, campus programs, and departmental goals Maintain confidentiality and professionalism in all tasks This role offers a chance to be part of a collaborative team while learning how a senior executive office functions within the college.</p>	Cydney Leon 562-938-4140
Scholarship	<p>Support students, program support, and/or department assistance: Assist with administrative duties (phones, emails, filing), social media, Scholarship Outreach) 2. Provide the benefits students will obtain by being employed in your department: Students will become familiar with applying for scholarships, conducting scholarship outreach, organizing scholarship events, and improving their communication and public speaking skills. 3. Duties and responsibilities the student will have: This position entails various clerical responsibilities, including filing, scanning, shredding, photocopying, and other small projects. Additional tasks may involve responding to emails and phone calls from students regarding scholarships. Good verbal and written English skills are required. Candidates should be friendly, professional, and possess a pleasant, helpful demeanor. They must be willing to assist and guide students to the appropriate resources. Candidates need to respond concisely while providing complete answers to specific questions. Candidates must be proficient in the Microsoft Office Suite and have familiarity with social media posting, design and etiquette.</p>	Shyra Compton, 562-938-4766
Admissions and Records - LAC	<p>Assist students to apply to LBCC. Register for courses. Complete and submit Admissions forms. Sign into ConEx for assist. Scan documents to Laserfiche. Student Worker will gain excellent customer service skills. Acquire numerous skills and critical thinking being apart of a diverse team and department.</p>	Felicia Martin 562-938-4527
Admissions and Records - TTC	<p>The FWS student will support the Admissions and Records office at TTC to assist in filing documents primarily working with the Graduation Specialist and also helping students at the computers by the counter.</p>	J. Franc Menjivar
Financial Aid LAC & TTC	<p>Federal Work Study Job Description Financial Aid Student Workers play an essential role in serving our students and supporting our staff by:</p> <ul style="list-style-type: none"> • Assisting students with the completion of their FAFSA, CADAA, and CCPG • Providing assistance at Financial Aid workshops • Helping students in our lobby with general questions and logging in • Calling students to remind and assist them with incomplete tasks/missing information <p>What we're looking for:</p> <ul style="list-style-type: none"> • A positive and approachable attitude • Great communication skills • Enjoyment from helping others & working as part of a team 	Alexis Obney, 562-938-3880

Visual and Media Arts Department - Art Gallery	<p>2,800 annually and host an average of 5 exhibitions per year. The Art Gallery is an enriching work environment for students who are seeking professional experience in the arts field, curating, museum studies, non-profit management or community engaged work. Working in the art gallery allows students to connect with the larger campus community, as well as the art community in Long Beach. The benefits of working in the art gallery include professional skills in art gallery management, event planning, hospitality, framing, hanging, design thinking, outreach skills and networking. FWS Student Assistants are essential to the operation of the art gallery. Some of the responsibilities of the FWS Art Gallery Student Assistant include: Welcoming students into the gallery, track daily attendance, answer questions about the artworks on display or the exhibition, as well as assist in daily administrative tasks regarding the exhibitions. Additionally, they design a variety of projects such as flyers for public programs, exhibition related ephemera such as exhibition checklists and printed programs. They also help manage the Art Gallery's social media accounts and update a google sites website. FWS Student Assistants also support the art gallery in hand-on physical tasks such as the installation and deinstallation of exhibitions. Which involve packing and unpacking of artworks, fabrication of frames and pedestals (occasionally), hanging, mounting and framing, cleaning, and installation and deinstallation of Audio-Visual equipment for digital displays. Familiarity with power tools is a highly advised, however, training will also be provided. Students also support the art gallery in hospitality tasks, including food preparation and food handling for art gallery receptions and public programs. As job listing: Art Gallery Student Assistant (FWS) Overview: The Art Gallery at LBCC is a vibrant hub for student life, serving over 3,500 visitors annually and hosting approximately 5 exhibitions each year. It provides a dynamic and enriching work environment for students aspiring to gain professional experience in the arts, curating, museum studies, non-profit management, or community engagement. Working at the Art Gallery offers students the opportunity to connect with the broader campus and the art community in Long Beach, while developing a wide range of professional skills. Benefits: • Art gallery management • Event planning and hospitality • Framing, hanging, and design thinking • Outreach skills and networking Position: FWS Art Gallery Student Assistant Responsibilities: • Welcome and assist visitors, track daily attendance, and answer questions about artworks and exhibitions • Assist with daily administrative tasks related to exhibitions • Design promotional materials for public programs and exhibition-related ephemera (e.g., checklists, printed programs) • Manage the Art Gallery's social media accounts and update its Google Sites website • Support hands-on tasks such as installation and deinstallation of exhibitions, including packing/unpacking artworks, fabricating frames/pedestals, hanging, mounting, framing, cleaning, and handling Audio-Visual equipment for digital displays • Assist with hospitality tasks, including food preparation and handling for gallery receptions and public programs Requirements: •</p>	Karla Aguiniga, 562-938-4872
Black Student Success Center	<p>The FWS Students will provide Peer Assistance to new and continuing students in learning to navigate the college experience. The FWS Workers will assist students with gaining access to college resources, tutoring, basic needs, and other support services. The FWS students will assist in conducting workshops, programming operational needs, answering questions, providing general information, assist with planning events, and conducting general outreach to new students.</p>	Angela Fowlkes 562-938-4575
Metal Fabrication and Welding	<p>We use student workers in a variety of roles not limited to but including: assisting in the lab, creating video content used for instruction, as a another set of eyes in the lab keeping everyone safe. Our student workers gain experience they can put on their resumes as well as access to machines and equipment beyond the reach of many of our students outside of class time.</p>	
Disabled Students Programs & Services	<p>The student workers will be answering telephone calls, and routing the calls to the appropriate staff and departments. Scheduling counseling appointments, greeting students, faculty and staff. Helping students with navigating the college programs such as applying to the college, CANVAS, and Viking portals. Assisting students with approved accommodations in the classrooms. Through trainings and hands on experience the student workers will receive office skills, customer service skills, and become knowledgeable of different disabilities and the accommodations that are approved at the college level.</p>	
Lifetime Learning Center/LBCC Foundation	<p>The Lifetime Learning Center offers classes and programs for older adults. Student workers assist lifetime learners with class registration, smartphones, and computers. They help with class setup, break time, and interact with our students. Our students enjoy interacting with the LBCC students. The Lifetime Learning Center can offer a student interested in social work and those pursuing a career in gerontology. Students pursuing careers in technology and teaching can benefit from their experience at the center. The intergenerational experience can bring meaningful relationships while learning new skills.</p>	Theresa Brunella

LAC Counseling Office	Candidates should be professional, friendly, helpful, and willing to assist students and guide them to the appropriate resources. This position includes a variety of clerical responsibilities such as filing, photocopying, responding to student emails and phone calls, scheduling appointments via phone, email, and in-person, and supporting other small projects as needed.	Toni Summerville, 562-938-3922
Umoja	Candidates should be professional, friendly, helpful, and willing to assist students and guide them to the appropriate resources. This position includes a variety of clerical responsibilities such as filing, photocopying, responding to student emails and phone calls, scheduling appointments via phone, email, and in-person, and supporting other small projects as needed.	Chrishaad Moye, 562-938-5052