

DATE: _____

Long Beach City College Success Centers Student Assistant Application

STUDENT ASSISTANT EMPLOYMENT APPLICATION

Preferred work location: (choose 1): LAC PCC EITHER

PERSONAL INFORMATION

Last Name: _____ First Name: _____ M.I.: _____

Street Address: _____ City: _____ Zip: _____

Home Phone: () _____ Cell: () _____

Email: _____ Date of Birth: ____ / ____ / ____

LBCC Student ID # (if non-LBCC student, please note college name): _____

EDUCATIONAL INFORMATION

How many semesters have you attended Long Beach City College? _____

When do you plan on graduating from/transferring from/leaving Long Beach City College or your current college? _____

Will you be a full-time student in the semester for which you are applying? (**required**) _____

EMPLOYMENT EXPERIENCE

Please attach to this form a **resume** which includes previous work experience (paid or volunteer).

EMPLOYMENT REFERENCE

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Work Phone: () _____ Email: _____

Submit Completed Application Materials to either:

PCC: Instructional Lab Coordinator, Multidisciplinary Student Success Center, EE-206

LAC: Instructional Lab Coordinator, Multidisciplinary Student SuccessCenter, L-212

Academic Computing Center (LAC): Instructional Lab Support Technician, Academic Computing Center, L-251

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AVAILABILITY FORM

Please indicate your availability for the semester for which you are applying in the grid below by writing an "A" in the boxes that represent the times you can work. (If you are unsure of your availability at this time, indicate this in the comments section below)

	MON	TUE	WED	THU	FRI	SAT
8-9 AM						
9-10 AM						
10-11 AM						
11-12 PM						
12-1 PM						
1-2 PM						
2-3 PM						
3-4 PM						
4-5 PM						
5-6 PM						
6-7 PM						
7-8 PM						
8-9 PM						

Maximum number of hours you wish to work in a week (20 hours max): _____

Comments:

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QUESTIONS

What is your level of familiarity with Long Beach City College Success Centers? Explain:

What skills and strengths do you feel you can bring to the job as a Success Center student assistant?

Why do you want to work as a Success Center student assistant?

What are your education and career goals?

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OTHER INFORMATION – DETACH AND SAVE

Representative Duties:

Under the direction of the Instructional Lab Coordinator:

- Schedule and log students in and out for Success Center activities.
- Provide information about Department and Success Center programs, services, and procedures to students, staff and instructors in person or by telephone.
- Maintain orderliness and cleanliness of the Success Center area, equipment and materials.
- Check out materials to students while maintaining the security of materials and equipment.
- Demonstrate the use of Success Center equipment to students, staff and instructors.
- Help students with general LBCC-related questions.

Ability to:

- Be punctual.
- Provide assistance to students.
- Learn and apply center and department operations, policies, and procedures.
- Establish and maintain cooperative and effective working relationships with others.
- Demonstrate interpersonal skills using tact, patience, and courtesy.

In order to be considered for a position as a student assistant at LBCC, you must:

- ✓ Be a full-time (12-units) student if you are an undergraduate attending a community college or university.
- ✓ Submit a completed Employment Application and Availability Form (both attached).

If you are hired as a student assistant at LBCC, you must:

- ✓ Submit proof of current enrollment as a full-time student.
- ✓ Complete ongoing training (in the form of an orientation and/or training sessions).
- ✓ Attend regular meetings as assigned.
- ✓ For new LBCC employees: fill out and submit the necessary Human Resources/ Payroll forms within 2 weeks of your hire date.

Other information:

- ✓ The hourly rate for student assistants is determined by the Human Resources Department.
- ✓ Student assistants can work a maximum of 20 hours per week, subject to need and availability of hours.

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