

# LCC FWS JOB LIST 2017-2018

Department	Supervisor	Campus Location	LOC/DEPT on Campus	Job Title/Job Description	Qualifications	Purpose and/or Role of this position within WCC.	How do the duties and responsibilities of this position relate to the purpose/role?	Starting Pay Rate	Desired begin and end dates	Desired Work Schedule	Hours /per Week
LCC Administration	Carol Swanson cswanson@yccd.edu (707) 995-7926	LCC	LCC Admissions bldg.	<b>Peer Advisor</b> - Student Services Greets and assists students, answers phone, schedules appointments, pulls student files, makes reminder phone calls to students, creates new student files, makes copies, assists in preparing for orientations. Assist with outreach events and workshops. Gives tours of the campus and proctors placement tests.	Good communication skills, clerical skills, organizational skills, listening skills and patience. Experience with college application process and computer skills including Microsoft Office.	Purpose is to aid students, new and continuing.	The purpose is to aid students.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 am - 6:00 pm. Will work within student's school schedule availability	18 hrs/wk
LCC Business	Mickie Main mmain@yccd.edu (707) 995-4811	LCC	LCC Business Computer Lab. Rm 400	<b>Computer Lab Aide</b> - assist students in using computer features when completing assignments; ensure computers and printers are being used appropriately; supervise computer lab; assist students with computer projects on a drop-in basis; complete log sheets indicating who is using the lab; provide proofreading help to students.	Required: Intermediate to advanced knowledge of MS Office skills and techniques; ability to successfully interact with students and work well in a one-on-one environment with students; well-developed proofreading skills; troubleshooting skills and the ability to quickly identify student's assignment errors. Preferred: Excellent skills in use of QuickBooks software (fall semester only).	The computer lab assistant will support student success by assisting students with completing computer-based assignments, using the Microsoft Office Suite and QuickBooks software.	Provides specific assistance to individual students completing classroom assignments in the Business Departmental LCC.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 am - 7:00 pm. Will work within student's school schedule availability	18 hrs/wk
LCC Business POSITION FILLED	Jennifer Hanson jhanson@yccd.edu (707) 995-7919	LCC	LCC Business Computer Lab. Rm 400	<b>Lab Aide for QuickBooks class</b> - the lab aide should help students navigate through the QuickBooks software and complete in-class assignments.	Required: Basic understanding of accounting and the QuickBooks software. Preferred: Completed ACCT-3 in a previous semester with a grade of B or higher.	To help students navigate through the QuickBooks software and complete in-class assignments.	They are one in the same. Refer to the Purpose/ Role and the Job description. The expectation is that they would fulfill the duty of assisting students in the lab which is also the role of this position.	\$10.50	FA: 8/14/17-12/15/17	Varies within 8:00 am - 7:00 pm. Will work within student's school schedule availability	18 hrs/wk
LCC Culinary* POSITIONS FILLED	Robert Cabrerros rcabrerros@yccd.edu (707) 995-4175	LCC	Aromas Restaurant, ordering window, venues where catering occurs	<b>Culinary Aide</b> - may be involved in sales at express window consisting of fulfillment of orders and receipt of payment. Preparation of food items and clean up of work areas when part of team for catering events and Aromas dining room. Work with cash register and direct contact with customers. Organizing of work areas for classes under direction of instructor and/or instructional aid. Responsible for assisting, preparing and serving food items, washing tableware and cooking utensils, performing general cleaning tasks and setting up tables. Cooks, duties relating to barista, perform cash handling at the express window. Perform general cleaning tasks. Helps maintain safety in the kitchen and dining room areas.	Must have ServSafe Food Handler's Certificate or ability to obtain within 30 days. Knowledge of food service and sanitation techniques in food service. Must be 16 years of age or older. Must be able to comprehend and follow directions. Must be able to express oneself to other staff, guests, and customers and to use the telephone. Must be able to comprehend tickets and memos. Ability to lift up to 20 lbs.. Be able to climb stairs, bend, push, twist, reach and carry items. For safety reasons, must be able to hear kitchen equipment that is running and have touch sensor skills to determine hot and cold. Ability to work in a fast-paced, hectic environment.	Enhance the student's education with experience in a work setting in catering at locations and sales express window. Sales from express window and catering activities directly benefit the culinary program by providing funds that offset program costs and provide scholarships for future culinary students. Availability of conveniently located refreshments for sale to students.	Gives students additional direct experience working in the culinary field, enhancing and reinforcing catering and sales skills learned in the classroom. Having the express window open enhances campus life for all students having available convenient refreshments.	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 a.m. - 9:00 p.m. Will work within students' school schedule availability.	18 hrs/wk

<sup>1</sup>Designated as "Community Service" for Federal Work Study purposes.

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LCC English	Peggy Alexander palexand@yccd.edu (707) 995-7911	LCC	LCC Learning Center	<b>Student Tutor English/Language Arts</b> - guide and assist student with language skills (reading, writing, grammar); Provide assistance in Microsoft Office to enable proper paper formatting including MLA and APA ; Act as a resource for students needing support in academic research; Document tutoring sessions; Attend tutor training sessions prior to and during the semester(s) of employment; and Create handouts and resources to assist student learning.	Good communication and organizational skills; Knowledge of MLA and APA documentation guidelines; 3.0 college GPA with a B or better in English 51 or higher; Ability to interact successfully with students in one-on-one or small group environment; Friendly and patient with all students, particularly with culturally diverse populations; and Ability to receive training/guidance.	To provide direct assistance and tutoring to students needing support with Language Arts, Student Success-academic support.	Student Success - academic support	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 a.m. - 7:00 p.m.; Will work within students' school schedule availability.	15 hrs/wk
LCC Financial Aid POSITION FILLED	Stanley Silsby ssilsby@yccd.edu (707) 995-7923	LCC	LCC FA Office- bldg. 100	<b>Financial Aid Aide</b> - assist students with questions regarding completion of FAFSA, recovering FSA ID, completing financial aid forms. Counter services to students explaining financial aid status and required paperwork. Entry of comments in student record describing basis for student contact and any action completed. Targeted training may be provided for required student record updates on specified fields. May assist in workshops presented to students.	Ability to successfully interact with students in sometimes stressful situations. Computer skills in use of Microsoft Word and Excel. Ability to follow written and oral instructions. Preferred: Will have completed at least 12 credits in the Yuba Community College District, entered a FAFSA and previously received financial aid.	To assist students with important financial aid application processing that will enable them to obtain the financial assistance they need in order to be successful and will provide information for them to complete the application independently in the future.	Provides direct assistance with form completion and explanation of the financial aid process.	\$10.50	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 am - 6:00 pm. Will work within student's school schedule availability	18 hrs/wk
LCC Learn/Basic Skills/Adult Education	Peggy Alexander palexand@yccd.edu (707) 995-7911	LCC	LCC Classroom	<b>Embedded tutor</b> - guide and assist with language arts skills (reading, writing, grammar, etc.); Guide and assist with basic math skills (whole numbers, all operations, fractions, percent's, etc.); Guide and assist with basic computer skills (logging into wifi, Canvas, HiSET academy, Word, etc.); Collaborate with the Learn instructor(s) and act as a resource for Adult Education learners; Proctor assessment tests and HSE exams; and Attend tutor training sessions prior to and during the semester(s) of employment.	Basic computer operation including experience with Microsoft Office, Google Docs, Canvas, etc.; Good communication and organizational skills; Strong basic math and English skills ; 3.0 college GPA with a B or better in composition and/or math coursework; Ability to interact successfully with students in one-on-one or small group environment; Friendly and patient with all students, particularly with culturally diverse populations; Perform general clerical functions: record student work, attendance, distribute and collect classroom materials, etc.; and Ability to receive training/guidance.	To assist adults Learners with learning activities and provide direct on-on-one or small group assistance in the classroom. Student Success - academic support.	Supporting student efforts to overcome barriers both academic and technical.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 a.m. - 7 p.m.; Will work within students' school schedule availability.	18 hrs/wk

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LCC Learn/Basic Skills/ESL	Peggy Alexander palexand@yccd.edu (707) 995-7911	LCC	LCC Classroom	<b>ESL Embedded tutor/LC tutor</b> - guide and assist with English language skills (reading, writing, speaking, and listening); Prepare lessons; Act as a resource for ESL and ELL students; Collaborate with the ESL instructor(s) and act as a resource for English language learners; Attend tutor training sessions prior to and during the semester(s) of employment.	Good communication and organizational skills; Fluent English speaker and reader; 3.0 college GPA with a B or better in English 51 or higher; Ability to interact successfully with students in one-on-one or small group environment; Friendly and patient with all students, particularly with culturally diverse populations; Perform general clerical functions: record student work, attendance, distribute and collect classroom materials, etc.; Ability to receive training/guidance.	To assist adults Learners with learning activities and provide direct on-on-one or small group assistance in the classroom. Student Success - academic support.	Supporting student efforts to overcome language barriers. To enhance learning and English language skill acquisition of non-native speakers.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 a.m. - 7:00 p.m. Will work within students' school schedule availability. During ESL class times with some availability outside of class times.	12 hrs/wk
LCC Learning Center/Basic Skills POSITIONS FILLED	Peggy Alexander palexand@yccd.edu (707) 995-7911	LCC	LCC Learning Center	<del><b>Computer Lab Aide/Tutor</b> - ensure/assist students logging in/out of tutor track and accurate recording of usage: demographic/purpose; Assist students in using computer features for documents, reports, essays/ monitor appropriate use of equipment; Log summaries of tutor sessions (appointment &amp; drop in); Greet and assist students, schedule appointments, make reminder calls, retrieve student printed docs, collect fees; Assist with outreach events and workshops; Attend tutor training sessions prior to and during the semester(s) of employment.</del>	<del>Basic computer operation; Experience with Microsoft Office, Google Docs, Canvas, etc.; Proofreading skills; 3.0 college GPA with a B or better in composition and/or math coursework; Ability to interact successfully with students in one-on-one or small group environment; Ability to receive training/guidance.</del>	<del>Student Success</del>	<del>Supporting student efforts to overcome barriers both academic and technical.</del>	<del>\$10.50</del>	<del>FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18</del>	<del>Varies within 8:00 a.m. - 7:00 p.m. Will work within students' school schedule availability.</del>	<del>18 hrs/wk</del>
LCC Library	Donna Veal dveal@yccd.edu (707) 995-7921	LCC	LCC Library	<b>Library Aide</b> - providing routine information and assistance to library users. Ensure computers and printers are being used appropriately. Assist students in using day to day functions of the library. Ability to teach students where to find credible sources. Checking books in and out.	Microsoft Suite skills are helpful and ability to successfully interact with multiple students and one-to-one environment. Good reading and vocabulary skills. No specific library experience required.	Student exposure to on the job training and the operations of a collegiate library. Student will gain work experience, time management and customer service skills.	Library Aides greet and assist students. They must be on time, dependable ad responsible. They must balance what job with their course work using time managements and setting priorities knowing their course work comes first.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 am - 7:00 pm. Will work within student's school schedule availability.	10 hrs/wk
LCC Math	Michael Papin mpapin@yccd.edu (707) 995-4171	LCC	LCC Learning Center	<b>Math Tutor</b> - tutor students in classes ranging from Learn 574 and Math 11 to Math 52; Tutoring may be on a drop-in basis or scheduled ahead of time; participate in ongoing tutor training sessions.	Math skills equivalent to completion of Math 52. Ability to successfully interact with students in a one-to-one situation, guiding them in their work without doing their work. Preferred: Computer skills for access to online math study aids.	To assist students in achieving success in developmental math courses.	Students who are struggling in their math courses may achieve better success if they have a tutor to guide them in their studies.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Varies within 8:00 am - 5:00 pm, approx. 3 hours per day 2 days per week. Will work within student's school schedule availability.	12 hrs/wk
LCC Maintenance and Operations	Michael Sinn (530) 575-0206 msinn@yccd.edu	LCC	Various depending on assignment	<b>Custodial Maintenance Worker:</b> maintain assigned rooms, buildings, equipment and grounds in a clean, orderly and secure manner; perform minor maintenance, custodial and groundskeeping functions in support of an assigned campus.	custodial experience, move furniture, rake leaves, use blower	clean campus and minor maintenance	Make sure campus is a clean, comfortable learning environment	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Mon-Fri 5am-10pm schedule is flexible, supervisor will work with student's schedule	20 hrs/wk

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LCC Child Development Center	Cheryl Blake (707) 995-7909 cblake@yccd.edu	LCC	Child Development Center Building 800	<b>Student/Teacher Assistant:</b> responsible for supporting the lead staff with instruction/curriculum.	Must have at least 6-12 core ECE units. Obtain pediatric CPR and First Aid by the end of the first semester of employment. Continue education and obtain and associate teacher permit by the end of employment. Have an elementary understanding of licensing and state regulations. Ability to work independently post training. Prefer, CPR and Pediatric First Aid certification.	To assist lead staff with daily instruction, learn how to effectively supervise children, maintain the health and safety in the classroom in accordance with licensing regulations, learn about the federal food program, and support cook with meal preparation, learn how to write and document state required assessments, be mentored by lead staff and receive supportive coaching.	As a student assistant, they will receive mentoring and the skills to receive a teaching permit with CCTC. All ECE teaching staff need to have experience with each of the key areas: implementing curriculum, health and safety requirements, assessment recording, and obtain the required certification.	\$11.00	FA: 8/14/17-12/15/17 SP: 1/22/18-5/25/18	Mon-Fri various shifts 8am-12pm, 9am-1pm, 10am-2pm, 12pm-4pm, 1pm-5pm	20
LCC EOPS/CARE	Bobby S. Gosal (530) 661-5766 bgosal@yccd.edu	LCC	EOPS/CARE Building 700	<b>EOPS/CARE PEER Advisor:</b> The role of the peer advisors is to encourage and monitor EOPS/CARE students as they progress in their academic goal(s). Be knowledgeable about the general services provided by the EOPS department and the Lake County Campus in order to familiarize and acquaint students to the available resources.	Must be a current EOPS student. Must have completed one year of school at Lake County Campus. Must have a 3.0 minimum GPA. English/Spanish Bilingual Speaking preferred	The role of peer advisors is to encourage and monitor EOPS/CARE students as they progress in their academic goal(s). Be knowledgeable about the general services provided by the EOPS department and Woodland Community College in order to familiarize and acquaint students to the available resources.	Peer advisors assist professional staff in providing information and referral information to students, and support program goals by taking part in student centered project and activities. This may include regular "check-up" sessions with students; informal assessment of students' needs; interpretation of college catalogs and handbooks; on or off campus referrals; etc. Provide outreach and recruitment support to program staff. Peer advisors are current students who use their personal experience to provide student-to-student advising and mentoring.	\$11.00	SP: 1/22/18-5/25/17	Mon-Fri varies	10 hrs/wk

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