

LCC FWS JOB LIST 2018-2019

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	Steve Wylie 707-995-7905 swylie@yccd.edu	LCC	Administration Building 100	Administrative Support Aide - Prepare social media posts and campus calendar entries; Design flyers, posters, and other materials for on-campus events; Design, produce, and copy programs for events such as the awards banquet and graduation; Provide administrative support to campus staff such as filing, copying, and sorting mail; Create campus calendar events in the electronic campus calendar; Draft news releases for upcoming events and campus activities	REQUIRED: Knowledge and experience working with graphic design software such as the Adobe Creative suite; Knowledge and experience using Microsoft Office products including Word and Publisher; Understanding and comfort posting on social media sites including Facebook and Instagram; Knowledge of basic office procedures. PREFERRED: Enrolled in a Business-related certificate or degree program; Good writing skills (eligibility for English 1A); Strong self-starter with good creative skills	Administrative Support - to provide support to campus administration and staff for various functions in the office such as marketing, graphic design and production, and office work.	Provides the student with experience working in an office and developing marketing and design skills that will be useful in other business settings.	\$11.00 per hour	8/13/18 - 6/30/19	As needed and according to the student's work schedule	10-20 hours per week
LCC Financial Aid	Stanley Silsby 707-995-4170 ssilsby@yccd.edu	LCC	Administration Building 100/Financial Aid Department	LCC Financial Aid Student Technician - Assist students with financial aid related questions, completion of financial aid applications and forms. Explain to students: financial aid status and required paperwork. Under direction of the LCC Financial Aid Technician, provide various administrative services: answering phones and emails, initiate contact with students, intake and track student documents and information. Assist the LCC Financial Aid Technician with providing presentations and various workshops to students.	REQUIRED: Ability to successfully interact with students in sometimes stressful situations. Strong understanding of business computer applications. Ability to work unsupervised and follow written and oral instructions PREFERRED: Student will have more than two semesters remaining at LCC.	To promote student success through access to financial aid by assisting students with important financial aid application processing that will enable them to obtain the financial assistance they need in order to be successful and for them to complete the application independently in the future.	Promotes student success by providing direct assistance of the financial aid process.	\$11.00 per hour	7/1/18 - 6/30/19	Varies within 8:00 am - 6:00 pm. Will work within student's class schedule.	20 hours
LCC Student Services	Danielle Stennet 707-995-7908 dstennet@yccd.edu	LCC	Administration Building 100/Student Services	Student Peer Advisor - Job duties include but not limited to: making appointments, reminder calls, filing, assisting during orientations, inputting test scores, making copies of forms. Support Counselors and Admissions with daily tasks.	REQUIRED: Complete at least one semester with passing grades. PREFERRED: Office skills such as typing phone etiquette, and attention to detail.	Support student success, new and returning, students in the registration process, community outreach and helping in the office.	Ensures student success, proper help, and support within a timely manner.	\$11.00 per hour	7/1/2018 - 6/30/2019	Position not to exceed 20 hours per week, depends on students class schedule.	20 hours
LCC Learning Center/Resource Lab	Gina Jones 707-995-7917 gjones@yccd.edu	LCC	LCC Learning Center, English & Basic Skills/LCC Learning Center Lab, some occasional classroom work	English/LA Tutor - Guide and assist students with language skills (reading, writing, grammar) individually or in small groups. Guide and assist with basic computer skills (logging into Wi-Fi, Canvas HiSET Academy, Word, etc.). 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. Create handouts and resources to assist student learning. Attend tutor training sessions prior to and during the semester(s) of employment.	Language Arts skills equivalent to completion of English 1A. Good communication, interpersonal, and organizational skills. Basic computer operation including experience with Microsoft Office, Google Docs, Canvas, etc. 3.0 college GPA with a B or better in composition and/or math coursework (preferred). 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. Ability to receive training/guidance.	Student success	Supporting student efforts to overcome barriers both academic and technical.	\$11.00 per hour	04/01/2018 - 06/30/2019	Varies within 8:00 am - 7:00 pm. Will work within student's class schedule.	15 hours

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LCC Learning Center/Resource Lab	Charlotte Lee 707-995-7313 cleel@yccd.edu	LCC	LCC Learning Center, Basic Skills/LCC Learning Resource Center Lab	LRC Computer Lab Aide/Tutor - 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 and monitor appropriate equipment use; assist with general tutoring when necessary. Guide and assist with basic computer skills (logging into Wi-Fi __33, Canvas, HiSET Academy, Word, etc.). Log summaries of tutor sessions (appointment & drop in); assist with outreach events & workshops. Greet and assist students, schedule appointments, send reminders & missed appointment notices. 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. Proofreading skills. 3.0 college GPA with a B or better in composition and/or math coursework (preferred). 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. Ability to receive training/guidance.	Student success	Supporting student efforts to overcome barriers both academic and technical.	\$11.00 per hour	08/01/2018 - 06/30/2019	Varies within 8:00 am - 7:00 pm. Will work within students' school schedule availability.	15 hours
LCC Learning Center/Resource Lab	Charlotte Lee 707-995-7313 cleel@yccd.edu	LCC	LCC Learn, Basic Skills/LCC Classroom, LRC lab	Basic Skills Embedded Tutor/LRC Tutor - Guide and assist with language arts skills (reading, writing grammar, etc.) and/or guide and assist with basic math skills (whole numbers, all operations, fractions, percent, etc.). Guide and assist with basic computer skills (logging into Wi-Fi, Canvas, HiSET Academy, Word, etc.). Collaborate with basic skills/Learn instructor(s) and act as a resource for Adult Education/basic skills learners. Proctor assessment tests and HSE exams. 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 (preferred). 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 Adult Learners with learning activities and provide direct one-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 per hour	08/01/2018 - 06/30/2019	Varies within 8:00 am - 7:00 pm. Will work within students' school schedule availability	16-18 hours
LCC Learning Center/Resource Lab	Lily Woll 707-995-7911 lwoll@yccd.edu	LCC	LCC Learn, Basic Skills/LCC Classroom & Learning Center	ESL Embedded Tutor/LC Tutor - 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 semesters) 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 (preferred). 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 and guidance.	To assist Adult Learners with learning activities and provide direct one-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 skills acquisition of non-native speakers.	\$11.00 per hour	08/01/2018 - 06/30/2019	Varies within 8:00 am - 7:00 pm. Will work within students' school schedule availability During ESL class times with some availability outside of class times.	12 hours (up to)

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LCC Learning Center/Resource Lab	Mike Papin 707-995-4171 mpapin@yccd.edu	LCC	LCC Learning Center, Basic Skills/LCC Learning Resource Center Lab	Math Tutor - Tutor students at various math levels individually or small groups. Guide and assist with basic computer skills (logging into Wi-Fi, Canvas, HiSET Academy, Word, etc.). Assist with outreach events and workshops. Attend tutor training sessions prior to and during the semester(s) of employment.	Math skills equivalent to completion of Math 52. Good communication, interpersonal, and organization skills. Basic computer operation including experience with Microsoft Office, Google Docs, Canvas, etc. 3.0 college GPA with a B or better in composition and/or math coursework (preferred). 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. Ability to receive training/guidance.	Student success	Supporting student efforts to overcome barriers both academic and technical.	\$11.00 per hour	08/01/2018 - 06/30/2019	Varies within 8:00 am - 7:00 pm. Will work within students' school schedule availability.	12 hours
LCC Business	Mickie Main 707-995-4811 mmain@yccd.edu	LCC	LCC Business Department/LCC Business Lab, Bldg. 400	Business Computer Lab Aide - Assist students in using computer features when completing assignments; ensure computers and printers are being used appropriately by students; supervise computer lab; assist students with computer projects on a drop-in basis; complete log sheets indication who is using the lab; provide proofreading help to students; review lab projects with instructor; some record keeping may be required.	Ability to properly handle sensitive and confidential information while successfully interacting with students in sometimes stressful situations. Intermediate to advanced knowledge of MS Office 2016 skills and techniques; well-developed proofreading skills; troubleshooting skills and the ability to quickly identify student's assignment errors.	The computer lab assistant will support student success by assisting students with completing computer-based assignments, using the Microsoft Office Suite.	Promotes student success by providing specific assistance to individual students completing classroom assignments in the Business Departmental LCC.	\$11.00 per hour	07/01/2018 - 06/30/2018	Varies within 8:00 am - 7:00 pm. Will work within students' school schedule availability.	20 hours
LCC Culinary Arts Department	Ian Anderson 707-995-7310 iananderso@yccd.edu	LCC	LCC Culinary Arts Department/Aromas Restaurant at Lake County Campus	Culinary Aide - May be involved at sales at express window consisting of fulfillment of orders and receipt of payment. Preparation of food items and clean up 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 the 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 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.	\$11.00 per hour	08/01/2018 - 12/21/2018	Varies within 8:00 am - 9:00 pm. Will work within students' school schedule availability.	20 hours
LCC Library	Kandice Goodman 707-995-7323 kgoodman@yccd.edu	LCC	LCC Library Aides/LCC Library	Library Aide - Provide routine library information and assistance to students and the public. Assisting with ensuring computers and printers in the open media lab are being used appropriately. Assisting with the circulation desk.	Microsoft Suite skills helpful. Ability to interact with multiple students and also one-on-one. 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 and responsible. They must balance the job with their coursework using time management-setting priorities. Their coursework comes first.	\$11.00 per hour	08/13/2018 - 06/27/2019	Will work within students' school availability.	10 hours

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LCC Maintenance & Operations	Michael Sinn 530-575-0206 msinn@yccd.edu	LCC	Maintenance & Operations/WCC Campus	Custodial Maintenance Worker - Clean chalkboards, trays and erasers; clean drinking fountains; clean and disinfect bathrooms; clean and polish metal work; assure dispensers are adequately supplied. Sweep sidewalks and patios; mop, scrub, polish, strip and wax floors; spot clean, vacuum and shampoo rugs and carpets; clean as needed fro breakage, spillage or illness. Wash windows, door glass and walls; dust a variety of surfaces. Move, rearrange and clean furniture and equipment. Perform minor seasonal grounds maintenance activities such as watering, leaf raking, parking lot cleaning and sprinkler repair. Empty and clean waste receptacles; empty pencil sharpeners.	PREFERRED: Custodial experience; move furniture, rake leaves, and use blower. REQUIRED: Physical abilities; lifting heavy objects, standing and walking for extended periods of time, bending at the waist, pushing, pulling, twisting/turning, seeing to assure proper and complete cleaning, and dexterity of hands and fingers to operate cleaning equipment.	Clean campus and minor maintenance.	Make sure campus is a clean, comfortable learning environment.	\$11.00 per hour	07/01/2018 - 06/30/2019	We have custodial coverage from 5:00 am - 10:00 pm, Monday - Friday. Flexible work hours.	20 hours
LCC EOPS/CARE/CalWORKs	Ariana Velasco 530-661-5780 avelasco@yccd.edu	LCC	LCC EOPS/CARE/CalWORKs	EOPS/CARE Peer Mentor - Peer Mentors provide guidance, leadership, and serve as role models for EOP&S students. In addition to supporting students, Peers serve as a resource and first point of contact. Peer Mentors are expected to have working knowledge of program requirements, basic eligibility criteria, and assist prospective students with completing EOP&S applications. EOP&S students are required to complete one-on-one meetings with students and perform basic case-management tasks. Informational support may include, but is not limited to: information on campus events, campus resources, tutoring, computer assistance, program themes, conversational topics, and program updates. Peer Mentors are expected to be proactive in completing additional duties and projects as assigned.	REQUIRED: Must be a current EOP&S and/or CalWORKs student. Must have a minimum of a 2.50 GPA. PREFERRED: English/Spanish Bilingual Speaking. Knowledge of Microsoft Office Applications, i.e. Word, Excel, PowerPoint, Outlook.	EOP&S/CARE Peer Mentors represent the EOP&S Program. Peer Mentors are expected to provide accurate, beneficial information, and ongoing support to EOP&S/CARE students. Peer Mentors assist EOP&S staff with clerical tasks, special projects, and may serve as outreach ambassadors, as needed.	Peer Mentors help bridge the gap between faculty, staff, and students. Peer Mentors help the EOP&S/CARE program navigate students through their college experience by providing them with the support and tools necessary to enhance their college success.	\$11.00 per hour	07/02/2018 - 06/30/2019	8:00 am - 5:00 pm, Monday - Friday. Flexible and will work around students' class schedule.	10-15 hours
LCC Student Success	Elizabeth Allen 530-668-2569 eallen@yccd.edu	LCC	In the point-to-point broadcast classrooms at the student's physical campus (Clearlake)	Distance Education Student Assistants - Conduct daily checks of point-to-point broadcast education equipment and turn off at end of the day. Maintain communication with staff and faculty to ensure communication regarding technical issues. Maintain regular communication with faculty and staff by checking WCC student email twice a day and answering phone calls when attempting to be reached. Sign in and out of appropriate reporting system for all activities conducted within the course of this position. Assist with additional duties as needed for example covering front desk, assisting students, updating WCC website, organizing materials, uploading documents into Canvas, and performing other clerical duties.	At least one recommendation from an instructor. Patience with technology and troubleshooting. Experience using email, internet, and Canvas. The ability to follow directions and procedures carefully. A cumulative GPA of 2.0 or higher. Attend bi-weekly meeting via virtual conference (Fridays 2-3pm). Attend training the week prior to the beginning of every semester of employment. Demonstrate interpersonal communication skills and ease relating to people from various backgrounds. Demonstrate high level of responsibility, reliability, and punctuality. Current enrollment of at least 6 units as a student during all semesters of employment (only 3 required during summer session). Preferred: Experience as a student in a point-to-point broadcast class.	To support distance education faculty and students in regards to technology and communication and ensure an environment conducive to learning.	Distance education student assistants facilitate the success of point-to-point broadcast education classes, making learning opportunities available to our students at remote sites who might not otherwise be able to receive these classes. They ensure student success by aiding technical assistance and communication.	\$11.00 per hour	08/06/2018 - 06/30/2019	Work hours are Monday-Thursday, 8:30 am - 2:30 pm	10-20 hours per week

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