

DATE: _____

Long Beach City College Success Centers Student Assistant Application

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 #: _____

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? _____

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: Sean Dominguez, Instructional Assistant, Multidisciplinary Student Success Center, LL-206

LAC: Laura Rantala, Instructional Lab Coordinator, Multidisciplinary Student Success Center, L-212

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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
7-8 AM						
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						
9-10 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

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

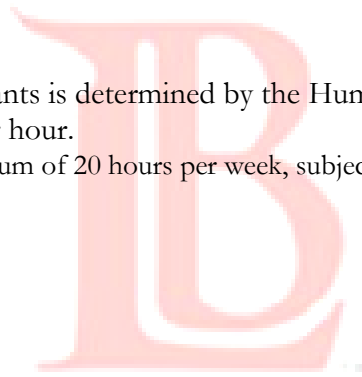
- ✓ Be a full-time (12-units) student if you are an undergraduate attending a community college or university.
- ✓ Submit a completed Employment Application and Availability Form (both attached).

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. The range is between \$8 and \$8.75 per hour.
- ✓ Student assistants can work a maximum of 20 hours per week, subject to need and availability of hours.



LONG BEACH
CITY COLLEGE

Thank you for your interest in working as a student assistant!

If you have any questions, please contact:

PCC: Sean Dominguez sdominguez@lbcc.edu or 562 938-3977

LAC: Laura Rantala, lrantala@lbcc.edu or 562-938-4839

Submit Completed Application Materials to either:

PCC: Sean Dominguez, Instructional Assistant, Multidisciplinary Student Success Center, LL-206

LAC: Laura Rantala, Instructional Lab Coordinator, Multidisciplinary Student Success Center, L-212