

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:
Long Beach City College. Math Success Center (V-163), LTE Math Success
Center Coordinator Rebecca Rathfelder (rrathfelder@lbcc.edu)

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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: _____

Submit Completed Application Materials:
Long Beach City College: Math Success Center (V-163), LTE Math Success Center
Coordinator Rebecca Rathfelder (rrathfelder@lbcc.edu)

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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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Submit Completed Application Materials to either:
Long Beach City College: Math Success Center (V-163), LTE Math Success Center
Coordinator Rebecca Rathfelder (rrathfelder@lbcc.edu)

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.

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

If you have any questions, please contact:

Rebecca Rathfelder, rrathfelder@lbcc.edu or 562-938-5230