

DATE:

Long Beach City College Academic Computing 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 # (if non-LBCC student, please provide college name): _____

EDUCATIONAL INFORMATION

How many semesters have you attended Long Beach City College or your current 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 application a resume with your paid or volunteer previous work experience (name of employer, duration, and reason you left) that includes all your experience with computers (Mac OS and Windows), software, and your degree of proficiency.

EMPLOYMENT REFERENCE

Name: _____ Title: _____

Address: _____ City: _____ Zip: _____

Work Phone: () _____ Email: _____

Submit Completed Application Materials to either:

LAC: Academic Computing Center, L-251

PCC: Academic Computing Center, LL-216

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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
7-8AM						
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 Academic Computing Centers? Explain:

What skills and strengths do you feel you can bring to the job as an Academic Computing Center student assistant?

Why do you want to work as an Academic Computing 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 staff, assist students in the use of computers and any specialized equipment such as a scanner or printer; demonstrate the use of the computers, specialized equipment, laptops, and software available in the lab; assure the security and cleanliness of the lab, computers, and any other equipment; and provide information about the Academic Computing Centers, schedules, and procedures to students, staff and instructors in person and by telephone.

Knowledge of:

- ✓ Operation of both Macintosh and PC computers
- ✓ Software troubleshooting
- ✓ Interpersonal skills (using tact, patience, and courtesy)
- ✓ Word processing software

Ability to:

- ✓ Communicate orally
- ✓ Be punctual
- ✓ Provide assistance to students
- ✓ Demonstrate correct operation and use of computers (both PC and Mac)
- ✓ Learn and apply lab and department operations, policies, and procedures
- ✓ Establish and maintain cooperative and effective working relationships with others
- ✓ Work independently with little direction

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:

PCC: Oscar Santoscoy, osantoscoy@lbcc.edu or 562-938-4852

LAC: Taylor Kliesen, tkliesen@lbcc.edu or 562-938-4637

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