

DATE: \_\_\_\_\_

Long Beach City College Writing and Reading Success Center

# STUDENT ASSISTANT EMPLOYMENT APPLICATION

## PERSONAL INFORMATION

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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

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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

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Please attach to this form a **resume** which includes previous work experience (paid or volunteer).

## EMPLOYMENT REFERENCE

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Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Work Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

Submit Completed Application Materials to:

LAC: Neilou Mogharabi, WRSC Lab Coordinator, Writing and Reading Success Center, E-09L

Long Beach City College Writing and Reading Success Center

**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: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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Long Beach City College Writing and Reading Success Center

QUESTIONS

What is your level of familiarity with Long Beach City College Success Centers? Explain:

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What skills and strengths do you feel you can bring to the job as a Success Center student assistant?

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Why do you want to work as a Success Center student assistant?

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What are your education and career goals?

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## OTHER INFORMATION – DETACH AND SAVE

### Representative Duties:

Under the direction of the Lab Coordinator and Instructional Aide:

- 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).
- ✓ Submit proof of current TB test.
- ✓ 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!

Questions? Contact our WRSC Lab Coordinator:

LAC: Neilou Mogharabi, [nmogharabi@lbcc.edu](mailto:nmogharabi@lbcc.edu) 562-938-4524

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Neilou Mogharabi, WRSC Lab Coordinator, Writing and Reading Success Center, LAC E-09L