



Special Projects Services - College Student Aide Desk

1515 Hughes Way

Long Beach, CA 90810

(562) 997-8002 ❖ Fax (562) 997-8302 ❖ Hotline (562) 997-8055

www.lbusd.k12.ca.us Hours of operation ❖ 8-4, M-F

\$13.52 per hour (maximum 18 hours per week)

COLLEGE STUDENT AIDE JOB DESCRIPTION

Provide instructional support in a classroom or learning center (may be elementary, middle, or senior high school; Kids' Club; Long Beach School for Adults; or after-school tutoring.) Days and hours vary (up to 18 hours per week).

EDUCATION REQUIREMENTS

Current enrollment in a minimum of **12 semester college level** units at an accredited California college or graduate standing (currently enrolled in 6 Graduate Level units).

Due to the federal legislation entitled the No Child Left Behind Act, students must verify by school transcripts **completion of college level courses totaling 48 units or more**, or completion of an AA, BA degree to be hired.

APPLICATION REQUIREMENTS

Applications are available online and at the District Office, 1515 Hughes Way, Long Beach, CA 90810. Applications are not mailed. All completed applications must be submitted in person at the College Student Aide Desk. Applications cannot be submitted online.

The following documents are required when submitting an application:

- Copy of transcripts, (not official) indicating a total number of units completed.
- Current printout of college classes indicating the college, courses, number of units and total active units enrolled in. **Your class schedule must be dated within 30 days.**
- An original **AND A COPY** of negative results of an Intradermal (PPD) Tuberculin Test (known as a mantoux/TB test) dated within the last 4 years. If you have a positive TB, a letter stating a negative X-ray result must accompany it.
- An original **AND A COPY** of Social Security Card from the Social Security office, no lamination.
- Current photo I.D. **AND A COPY**, i.e. driver's license, DMV identification or work identification with your photograph and signature. **NAMES ON ALL REQUIRED ITEMS MUST MATCH EXACTLY.**

Before an offer of employment can be made, all applicants who have prior convictions will be required to provide a certified copy of all relevant records including, but not limited to: conviction reports, probation reports, and court records. This applies to applicants and current Long Beach Unified District employees who apply for a promotion or change in employment.

EMPLOYMENT FINGERPRINT PROCESSING FEE

A fee between \$57.00 and \$76.00 will be deducted in two equal payments from your first two pay checks.

After your application has been approved, you will receive an invitation to process. If you have any questions, please call the College Student Aide Desk at (562) 997-8002.