



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

\$15.68 per hour (maximum 17.5 hours / week)

COLLEGE AIDE – TECHNOLOGY SUPPORT

Under immediate supervision of information and Technology Services, perform routine upkeep of computer systems at District schools and departments; train District staff in the use of personal microcomputers and software; provide technical assistance to technology support staff and users; perform related duties as assigned.

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. Graduate level courses are classes numbered with 500 or higher course numbers.), preferably with a major in an information technology field.

Applicants must provide proof of current enrollment in a minimum of 3 units of computer technology, information systems or a closely related field.

APPLICATION REQUIREMENTS

Applications are available online and at the District Office, 1515 Hughes Way, Long Beach, CA 90810.
<http://www.lbschools.net/Main> - College Student Aides

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.

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.

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.

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.

Revised 10/29/09