



**MONTEREY PENINSULA**  
College

**HSI-STEM Student Outreach  
Job Description**

**Employer Information**

Job Title: STEM Outreach assistant
Name of Employer: Monterey Peninsula College
Employer Address: 980 Fremont St , Monterey CA 93940
Division/Department: HIS-STEM Office
Reports to (Name of Supervisor): Herbert Cortez

**Essential Job Information**

Hourly Wage: \$18.00	Hours: Up to 20 hours Shift Specifications: Flexible, including weekends Length of Position: Term: Sumer, Spring, and/or Fall
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Purpose or role of the position within the organization

Students will work with the HIS-STEM office to support the completion of the STEM activities listed in the EMC<sup>2</sup> Grant (P031C210155)

Essential Duties and Responsibilities – Provide information on the tasks that a candidate would expect to do in this role.

- Provide Detail Here but are not limited to:
- Duties include campaigning for STEM events and activities at MPC and community events
- Duties include contacting students to promote STEM events and activities
- Create, revise, and edit, promotional materials, and other project documents in multiple formats,
- Create, revise, and edit, student satisfaction survey
- In coordination with Project Director research and analyze student satisfaction results

Qualifications / Experience – Please elaborate on the skills needed and the minimum experience within those areas to be a strong candidate for this role.

- Must be a currently enrolled student and registered for classes.
- Must be enrolled in a STEM Major
- Skilled in oral and written communication
- Can carry 40lbs