



**MONTEREY PENINSULA**  
College

**MESA Student Outreach**  
**Job Description**

**Employer Information**

Job Title: MESA Outreach Assistant
Name of Employer: Monterey Peninsula College
Employer Address: 980 Fremont St , Monterey CA 93940
Division/Department: MESA Study Center
Reports to (Name of Supervisor): Christian Smith

**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

The Math, Engineering, Science Achievement (MESA) program is launching its brand new MESA study center in Spring of 2023. Students will work with the MESA Program Director to support the MESA study center.

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 manning the MESA study center to assist MESA students, restock supplies, and assist with students signing in and out.
- Tabling for the MESA program at MPC, STEM activities, and community events
- Duties include contacting students to promote MESA events and activities
- Create, revise, and edit, promotional materials, and other project documents in multiple formats,
- Create, revise, and edit, student satisfaction survey for the MESA study center.

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