

MONTEREY PENINSULA COLLEGE
ON CAMPUS WORK STUDY JOB DESCRIPTION

If your department has a budget to hire students, please provide budget number below:

If not, please check Federal Work Study Student only: X

Job Title: Student Activities Assistant

Supervisor: Julie Osborne Phone Number: 646-4192 Pay Rate: \$16 per hour

Department: Student Services

Work Schedule Days: _____ Flexible _____ Hours: Must be available to work a flexible schedule between 8 am to 5 pm Monday - Friday.

Number of Openings: 4 Hours Per Week: Not to exceed 20

Major Duties: Provides assistance to the Student Activities Coordinator. Responsible for processing the following: student id cards, lost and found, and vending reimbursements. Assists with office functions such as; filing, copying, cleaning, office organization, event setup, etc. Also provides general information to students and staff – both in-person and on the phone. Other duties as needed.

Requirements and Skills: Excellent customer service skills. Basic computer skills including word, excel and database management. Familiar with office telephones, copy machines, etc. Must be reliable and have good organizational skills. Knowledge of campus departments / locations is helpful but not necessary. The ideal candidate is friendly, outgoing and has the ability to work in a fast-paced environment with all types of students and staff.

Additional Comments: Must be eligible for work study either through Federal or CalWorks.

Please note that students are allowed to work the maximum of **20 hours per week**, and **no more than 8 hours per day**.

❖ ***Please be aware that if students worked over their allocation hours, your department budget will be responsible for the payment of student's salary.***

Julie Osborne

5/14/24