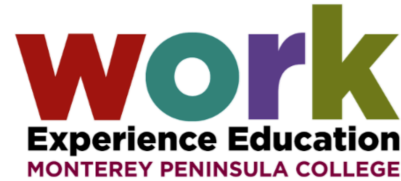




MONTEREY PENINSULA
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Work Experience Education Class III Outreach Coordinator

Federal Work Study

Purpose and Job Description:

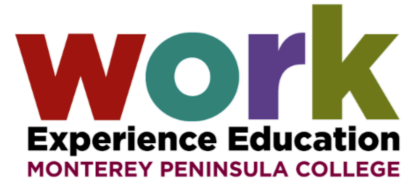
The Monterey Peninsula College (MPC) Work Experience Program (WORK) is a faculty-led program that allows for students to earn college units while working in their chosen career pathway. They work, learn, and earn while filling their resume with on the job experience. Students in the program can be in a job, internship, or volunteer experience. The program is seeking an outreach coordinator with skills to help support multiple projects simultaneously. The student should either be familiar with Work Experience Education or have been a Work Experience Education student in a prior semester.

Duties and Responsibilities:

- Provide assistance to the Work Experience Education Faculty and the Work-Based Learning Coordinator to support community outreach and program facilitation.
- Marketing support through social media. The ability to use social media and applications such as Canva, Publisher, or Adobe.
- Interfacing with students in work-based learning positions. Strong customer service skills are preferred.
- Participation in professional development, workshops, and in-service training.
- Student outreach for the work experience program at on and off campus events.
- Participation in college events such as: first-year experience, job/career fair, join the pack, foundation fundraisers, career fairs, school visits, informational events, and more.
- Event planning and special event coordination.
- Must be proficient in Google Suite: Gmail, Google Drive, Sheets, Pages, Forms, Docs, and Calendar.



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- Understand and adhere to our college policies and procedures.
- Set up and movement of tabling and event material.
- Connect students with basic needs services and stay up to date on what is being offered through our basic needs student center.
- Maintain a high standard of safety and awareness regarding student interactions and support.
- The ability to be self-guided and meet deadlines.
- Punctuality and professionalism is a must. Business casual attire.

Eligibility Criteria:

Students who are selected as student outreach coordinators possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. A student coordinator should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual.

Minimum Federal Work Study Student Requirements:

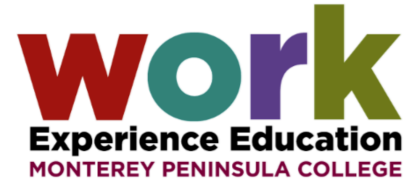
- Currently enrolled student at Monterey Peninsula College
- Minimum enrollment of 6 units the semester you are working, 4 of these units could be a WORK course (WORK 97, 98 or 99).
- Attend mandatory staff meetings.
- Maintain a minimum 2.0 GPA.
- Good student standing and not in process or in academic or disciplinary probation.
- Have an updated education plan on file for the semester.

Desirable Qualifications:

- Ability to work 6-8 hours a week
- Be able to communicate with people of diverse cultural, social, and educational backgrounds.
- The ability to work effectively with a team but also work independently.
- Commit to working a full academic year and attend training.
- Flexibility and dedication to helping the MPC student community.



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- Bilingual in Spanish and English or any other language is preferred.

Please contact Lindsay Peelman at lpeelman@mpc.edu for further information.