



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Work Experience Education Outreach Ambassador
Classification	Level II
Pay Rate	\$17.00
Work Schedule	10-15 hours a week
Length of Employment	9/1/2024 - 12/1/2024 with possibility for 2/1/2024 - 5/1/2024
Department	Work Experience, Career Education
Supervisor	Dr. Lindsay Peelman

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. If you are interested in learning more you can schedule an office hours appointment with the supervisor to learn more about the program prior to applying for the role. [Schedule an appointment here.](#)

Job Location:

Business, Mathematics, and Technology Building on the Monterey Campus. Division office BMC 203.

Duties and Responsibilities

- Provide assistance to the Work Experience Education Faculty and the Work-Based Learning Coordinator to support community outreach and program facilitation.



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- 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.
- 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. Must be willing to enroll in the MPC Work Experience course for a minimum of .5 units, this can be a credit or noncredit course.

Minimum Requirements

- Must apply for Federal Financial Aid and be eligible for Federal Work-Study
- Be a currently enrolled student at MPC
- Be enrolled in a minimum of 6 units for Fall/Spring term or a minimum of 3 units for the Summer term
- Maintain a minimum 2.0 GPA
- Must be a student in good standing and not on Academic, Progress, or Disciplinary Probation
- Must have an updated education plan on file at all times

Desirable Qualifications



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- Ability to work 10-15 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.
- Bilingual in Spanish and English or any other language is preferred.

You may complete our [Federal Work Study Application here](#). Please visit the [FWS information page](#) to learn more about pay rates, job opportunities, and more.

If you have further questions about the application process please contact Job Center Coordinator, Lien Nguyen at lnguyen@mpc.edu.

If you have further questions about the job position please contact the department supervisor: Dr. Lindsay Peelman, Business and Work Experience Instructor, lpeelman@mpc.edu
You may also review the [Employee Handbook](#) for this position.