



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	CTRC Student Ambassador
Classification	Level II
Pay Rate	\$17.00/ Hour
Work Schedule	10-15 Hours/ Week
Length of Employment	August 19 to December 14
Department	Career & Transfer Resource Center
Supervisor	Sudeshna Nand, snand@mpc.edu

Please review our job description:

Under the direction of the Counselor and the Coordinator of the CTRC, the student ambassador will work collaboratively with the rest of the team and campus partners to help lead outreach and promotion. The ambassador will help facilitate and encourage peer participation in the CTRC transfer events and enhance the CTRC's overall operations.

Duties and Responsibilities

- Maintain relevant knowledge on topics relating to the Career & Transfer Center: transfer, Universities & colleges, career exploration, scholarships, etc.
- Represent MPC CTRC and develop a strong network of relationships with Student Services, student clubs, faculty, etc. to promote our services
- Assist in ensuring resources and information in the center and online are relevant and current
- Perform office duties such as data entry, phone calls, organization and help establish a robust social media presence
- Promote CTRC events and activities with marketing material
- Attend mandatory meetings and trainings
- Maintain general cleanliness of the Center including dusting and organizing resource material
- Solicit feedback to improve services



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- Complete other tasks as assigned

Eligibility Criteria

A CTRC Ambassador should be professional, have the grit and motivation to be resilient, manage time effectively between school and work, show leadership and exhibit punctuality. The ambassador should maintain confidentiality and integrity to work effectively with students and staff. Adaptability to change is also a desirable characteristic for an eligible candidate.

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

- Leaders who can inspire and motivate others.
- Positive role models for all students, inclusive and sensitive to their needs
- Representatives of MPC on and off the clock.
- Persons equipped with good communication and problem-solving skills.
- Students who are reliable, responsible, and go beyond what is typically expected of them.
- Individuals who provide welcoming services and exhibit emotional intelligence.

You may complete our Federal Work Study Application [here](#). If you have further questions about the application process please contact the Job Center Coordinator, Lien Nguyen at Lnquyen@mpc.edu. If you have further questions about the job position please contact the department supervisor, Sudeshna Nand, Coordinator, careertransfer@mpc.edu.