



# MONTEREY PENINSULA College

## Student Job Center, Federal Work-Study Employment Opportunity

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### General Information

<b>Name of position</b>	EOPS Student Ambassador
<b>Classification</b>	Level II
<b>Pay Rate</b>	\$17.00
<b>Work Schedule</b>	8 - 20 hours
<b>Length of Employment</b>	August 19th - December 15th
<b>Department</b>	Extended Opportunity Programs & Services
<b>Supervisor</b>	Carlos Ocampo, <a href="mailto:cocampo@mpc.edu">cocampo@mpc.edu</a>

### Please review our job description:

This position offers a dynamic opportunity for energetic EOPS/CARE/NextUp or CalWORKs students to work with us in the EOPS office and make a positive impact on their fellow students' lives. While EOPS Student Staff's main responsibilities are to guide, connect, and direct students to on and off-campus resources, EOPS Student Staff will also be trained and educated on a variety of areas such as EOPS/CARE/CalWORKS & NextUP Program requirements, campus resources and professional development skills. This position aims to prepare EOPS Student Staff with the necessary skills & knowledge to excel as student leaders within the EOPS Student Staff Team for the academic year.

### Duties and Responsibilities

- Attend & participate in training modules related to leadership, public speaking, presentation & office skills and equity & diversity.
- Direct students to services and resources on campus
- Inform students about campus resources and programs
- Make and confirm appointments for students
- Assist in organizing the Lending Library
- Assist in planning and implementing special events such as New Student Orientation
- Meet and greet prospective students, families, alumni, and special guests
- Help organize spreadsheets regarding Lending Library Services
- Assist other departments on campus related outreach activities



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- Collaboratively create and maintain a work calendar using Google Calendar
- Collaborate with Evans College Incentive Program
- One Student Staff Meeting a month

## Eligibility Criteria

Students who are selected as Student Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people, and a sense of school spirit and pride. A Student Ambassador should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Ambassadors will have flexible work hours and will be paid \$16 - 17 an hour.

## 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

- Ability to work 8-10 hours a week
- Effective communication skills with people of diverse backgrounds
- Ability to work both independently and collaboratively as part of a team
- Commitment to work for the academic year.
- Flexibility and dedication to helping the MPC student community
- Bilingual in Spanish and English or any other language.

You may complete our Federal Work Study Application [here](#). If you have further questions about the application process please contact Job Center Coordinator, Lien Nguyen at [Lnguyn@mpc.edu](mailto:Lnguyn@mpc.edu). If you have further questions about the job position please contact the department supervisor. Carlos Ocampo. [eopsemail@mpc.edu](mailto:eopsemail@mpc.edu). 831-646-4247