



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	First Year Experience Student Ambassador
Classification	Level II
Pay Rate	\$17.00
Work Schedule	10 - 20 hrs per week
Length of Employment	Full Academic Year 24-25
Department	Student Services
Supervisor	Selene Raygoza - sraygoza@mpc.edu

Please review our job description:

The First Year Experience Student Ambassador is a position of leadership and serves as a resource for our current and incoming students by providing tutorial support in one-on-one or group settings in addition to helping students locate and access resources both in and outside of campus. A student ambassador is a professional, patient, enthusiastic, and respectful individual that will help and assist the First Year Experience Program with all daily tasks. The position will guide and further a student's professional development in the realm of Student Affairs, with an emphasis on First Year Experience. Programs encompassed under the First Year Experience include (but not always be limited to): Jump Start Summer Bridge, Join the Pack, Undocumented Resource Center Activities, and Outreach Services.

Duties and Responsibilities

- Present to prospective students about FYE and its benefits
- Assist students with the development of study skills necessary for academic success.
- Help foster positive attitudes toward learning and studying.
- Motivate and support students' achievement and success. Provide assistance in El CENTRO.
- Support with the First Year Experience social media and marketing.
- Will be able to empathize with students seeking services.
- Know the campus and resources available at Monterey Peninsula College.
- Participate in leadership workshops, in-service training, and other professional development activities.
- Support and assist in the delivery of outreach services and programs.



MONTEREY PENINSULA College

- Assist in the planning and/or implementation of special events.
- Represent the college at all on and off-campus events as needed.
- Assist other departments on campus in related outreach activities.
- Support with scheduling student appointments with the First Year Experience Coordinators and Counselors.
- Provide top-quality customer service in accordance with our standards and policies and procedures.
- Maintain cleanliness of El CENTRO's check-in area, vacuuming of floor, emptying trash throughout the space, other areas as assigned.
- Maintain high standards of safety within the space.
- Ability to provide regular and predictable attendance.
- Ability to comply with workplace conduct standards.

Eligibility Criteria

Students who are selected as Student Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting and guiding students, 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
- Willingness to engage with students in-person, on the phone, and via email
- Comfortable with basic computer skills (Google Suite)
- Attend mandatory staff meetings

Desirable Qualifications

- Ability to work 10-20 hours a week (on some occasions this may include evenings, and weekends)
- Be able to effectively communicate with people of diverse cultural, social, and educational backgrounds
- Must have the ability to work effectively with a team but also be able to work independently



MONTEREY PENINSULA College

- Must commit to working a full academic year and attend trainings
- 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 Inguyen@mpc.edu. If you have further questions about the job position please contact the department supervisor Selene Raygoza, CSC at raygoza@mpc.edu.