



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Marina Campus Student Office Assistant
Classification	Level 1
Pay Rate	\$16.00/Hr
Work Schedule	10 - 12 hours a week
Length of Employment	Fall 2024
Department	Marina Campus
Supervisor	Georgina Reinke greinke@mpc.edu

Please review our job description:

The Marina Campus Student Office Assistant assists Marina personnel with a variety of tasks to support the operations, student services, and faculty at the Marina campus. Work may be performed in the Administrative Office, Engagement Center, Lobo Hub, Wellness Room, classrooms, outside in the campus quad, or at the portable buildings

Duties and Responsibilities

- Manage and refresh classrooms for scheduled classes, update campus bulletin boards, post/retire flags at the flagpole, unlock the restrooms, pick up debris by the recycling/trash containers as needed, and help students in the office with a variety of Student Services like WebReg, Lobo Apps logins, CCCApply, and Financial Aid student portal, Lobo Market Marina services, Wepa Cloud-based student printing, testing supplies, etc.
- In addition, the Marina Campus Student Office Assistant will lend support with checking out Library reserve materials, answer office phone calls in a professional and friendly manner, update various Excel spreadsheets and/or Word documents, set out and return campus signs for the day and help with setting up banners to prepare for campus events, move Chromebook carts to classrooms, and other duties as assigned. Cross training is provided and there is a large learning curve in this position.



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- Please note that Marina personnel will always be on site with the Marina Campus Student Office Assistant; never would they be on the campus unattended.
- Student staff will have an annual evaluation at the end of the academic year or at the end of their last semester working at the Marina Campus.

Eligibility Criteria

Knowledge of basic computer and internet skills. Have a positive attitude and friendly customer service. Ability to follow directions and be comfortable to ask questions for clarification on assigned duties.

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

- Strong customer service skills and friendly phone etiquette.
- Ability to multitask and be flexible.
- Bi-lingual in any language, but especially Spanish.

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 lnghuyen@mpc.edu. If you have further questions about the job position please contact the department supervisor Dean LaKisha Bradley at lbradley@mpc.edu.