



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Student Activities Assistant
Classification	Level I
Pay Rate	\$16.00 per hour
Work Schedule	Not to exceed 20 hours per week
Length of Employment	8/12/24 or 8/19/24 through 5/16/25
Department	Student Activities
Supervisor	Julie Osborne – josborne@mpc.edu

Please review our job description:

The Student Activities Assistant provides office support to the Student Activities Coordinator. The position is located in the Student Activities office located in the Student Center.

Duties and Responsibilities

- Provides administrative assistance to the Student Activities Coordinator.
- Responsible for processing the following: Student ID cards, lost and found items and general clerical assistance.
- Responsible for general office functions: filing, copying, cleaning, organization and event setup as needed.
- Provides general information to students and staff both in person and on the phone.

Eligibility Criteria

The ideal candidate will have good customer service skills and knowledge of basic computer skills (word, excel, database, etc.) Familiar with office telephones, copy machines, etc. Must be reliable and have good organization skills. Knowledge of campus departments / locations is helpful. The ideal candidate should be friendly, outgoing and has to ability to work in a fast-paced environment with many diverse students and staff.



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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

The ideal candidate will have good customer service skills and knowledge of basic computer skills (word, excel, database, etc.) Familiar with office telephones, copy machines, etc. Must be reliable and have good organization skills. Knowledge of campus departments / locations is helpful. The ideal candidate should be friendly, outgoing and has to ability to work in a fast-paced environment with many diverse students and staff.

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, Julie Osborne, Student Activities Coordinator at josborne@mpc.edu or at (831) 646-4192.