



Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Clerical Assistant
Classification	Level I
Pay Rate	\$16.00
Work Schedule	20-25
Length of Employment	August 19, 2024 - December 14, 2024
Department	Veterans Resource Center
Supervisor	Eileen Crutchfield

Please review our job description:

<Include details of the purpose or role of the position within the organization. Details must also include the location of where the student will perform their duties.>

Duties and Responsibilities

- Review the New Student Packet checklist on the first with the student to ensure they understand their role as a student receiving VA education benefits.
- 2. When student brings in all the necessary paperwork **AND** has completed the new student packet:
 - · Confirm all forms are fully completed, initiated and signed by the student.
 - · Students provide you with a copy of the necessary documents to complete their folder (education plan, class schedule, DD214 (**veteran only**), 1905 form (CH 31 only), and Certificate of Eligibility (COE).
 - · Cross reference education plan with class schedule to ensure student is registered in classes that's listed on their education plan (if student has registered for a class NOT on their education plan, inform student that the certifying official will not certify the course because it is not part of their program of study and the student is responsible to pay for the course enrollment fee. If a student is required to take a class not listed on their Ed Plan, inform the student he/she to make an appointment with a counselor to have the class added. Provided the course is part of their program of study.



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- Students must also write the name of the course section number and course name they are requesting to be certified.
- On the students Ed Plan, write appropriate abbreviations for the semester the student is requesting certification: “SP17” (Spring 2017) See attached.
- Inform new student who plan on requesting recertification for the following semester to visit a counselor during the current semester to have a Comprehensive Ed Plan completed provided **ALL** official transcripts from military and prior colleges to be sent to admissions and records to be evaluated – otherwise, the student will not be able to be recertify.
- Sign in the necessary area requiring a “signature”.
- Pull out the white “Student Information Sheet”, fill out the top portion and put all papers in the manila folder and place on the shelf titled “To Be Certified” in the SCO’s office.
- **3. Recertification:**
- Returning students requesting to be recertified for the next semester, give them the blue “Continuing Student – Recertification Request Form”. This completed form must be accompanied with the student’s class schedule and an updated education plan (if applicable), and their previous grades.
- **4. Returning from previous year:**
- Give students the golden “Certification Questionnaire” form to fill out. This completed form must be accompanied with the student’s updated Ed Plan, class schedule, and a copy of their last grades at MPC.
- **GUEST STUDENT:** will only need to complete the golden sheet Certification Questionnaire” form. It is accompanied with their class schedule and parent letter that is sent to the SCOpay associated with the position.>

Eligibility Criteria

Must be awarded VA or Federal Work Study

1. 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



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Desirable Qualifications

- Phone etiquette
- Filing, scanning documents
- Answering phone
- MS Office

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 **Eileen Crutchfield @ the Veterans Resource Center**, ecrutchfield@mpc.edu.