



# MONTEREY PENINSULA College

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

---

### General Information

<b>Name of position</b>	Basic Needs Student Ambassador
<b>Classification</b>	Level II
<b>Pay Rate</b>	\$17.00
<b>Work Schedule</b>	5 - 20 hours a week
<b>Length of Employment</b>	July 1, 2024 - December 20, 2024
<b>Department</b>	Basic Needs Center
<b>Supervisor</b>	Virginia Murillo, <a href="mailto:vmurillo@mpc.edu">vmurillo@mpc.edu</a>

### Please review our job description:

The Monterey Peninsula College (MPC) Basic Needs Student Assistant position is a leadership opportunity that allows students to represent and promote the Basic Needs Center and Lobo Market services. They serve as Monterey Peninsula College representatives throughout the district community and, through sharing their personal experiences at MPC. Basic Needs Student Assistants are expected to support in the Basic Needs Center, Lobo Market, Marina Education Center and at times might be required to support during off-campus events as needed.

### Duties and Responsibilities

- Provide assistance in the Basic Needs Center and Lobo Market.
- Support with the Lobo Market and Basic Needs Center social media and marketing.
- Will be able to empathize with students seeking services.
- Participate in workshops, trainings, and other professional development activities.
- Support and assist in the delivery of outreach services and programs.
- Assist other departments on campus in related outreach activities.
- Support with scheduling student appointments.
- Support with limited data entry.
- Provide top-quality customer service in accordance with our standard policies and procedures.
- Support with bagging items and loading purchased items into cart(s).



# MONTEREY PENINSULA College

- Maintain cleanliness of the Lobo Market including check stand area, facing and straightening up end display areas, sweeping of floor, mopping, emptying trash throughout the market, other areas as assigned.
- Assist students with their shopping selection upon request.
- Collect items not selected and return items to appropriate stock shelf.
- Adhere to uniform and grooming policy as defined within company policy
- Maintain high standards of safety within the Basic Needs Center and Lobo Market.
- Ability to provide regular and predictable attendance.
- Ability to comply with workplace conduct standards.

## Eligibility Criteria

Students who are selected possess strong interpersonal skills, leadership qualities, a genuine interest in meeting new people. A Student Assistant should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Student Assistant will have flexible work hours and will be paid **\$17.00 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 comprehensive educational plan on file at all times

## Desirable Qualifications

- Ability to work 5 - 20 hours a week
- 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
- 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](mailto:Inguyen@mpc.edu). If you have further questions about the job position please contact the department supervisor Virginia Murillo at [vmurillo@mpc.edu](mailto:vmurillo@mpc.edu).