



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Campus Security Assistant
Classification	Level 1
Pay Rate	\$16.00 per hour
Work Schedule	Not to exceed 20 hours per week
Length of Employment	08/12/24 through 09/18/24
Department	Security
Supervisor	Brian Cabriales – ccabriales@mpc.edu

Please review our job description:

The Student Security Assistant provides office support to the Security Department Director and Campus Security Officer's. The position is located at the Security in the Student Center and the Administrative Building room 142.

Duties and Responsibilities

- Provides administrative assistance to the Director of Security and Campus Security Officer's.
- Responsible for processing the following: Parking permits for Staff and general clerical assistance.
- Responsible for general functions as related to the position: filing, copying, cleaning and organization.
- Provides general information to students and staff in person.
- Perform other duties as assigned.

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



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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.

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 Inguyen@mpc.edu. If you have further questions about the job position please contact the department supervisor, Brian Cabriaes, Director of Security and Emergency Operations at ccabriaes@mpc.edu or (831) 646-4005.