



MONTEREY PENINSULA College

Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	STEM Embedded Tutor
Classification	Level 3
Pay Rate	\$18.00/hour for new tutors \$18.50/hour for returning tutors and must have work in the Spring and Fall semester previously
Work Schedule	Weekly hours vary and no more than 20 hours per week. Eligible students need to be able to attend the primary STEM course connected with the STEM faculty member. Suitable STEM courses include mathematics, chemistry, biology, geology, computer science, anatomy, oceanography, and physics.
Length of Employment	August 12th – December 6th in the Fall semester and January 20th – May 16st in the Spring semester.
Department	STEM
Supervisor	Herbert Cortez hcortez@mpc.edu

Please review our job description:

Embedded tutors will be eligible to work up to 6 hours per week and will be assigned to a STEM class. Hours will be broken down as follows but not limited to:

- Attend in-person lectures and interact with students as needed.
- Coordinate the week's activity with faculty.
- Work with STEM Tutoring & Study Center or the Math Learning Center to lead group tutoring or supplemental learning sessions.
- Embedded tutors will work in close partnership with a STEM instructor to enhance the learning experience and success of the students in the course.

Duties and Responsibilities

- Provide tutoring assistance with students in the assigned STEM classroom.
- Participate in beginning-of-semester trainings and workshops.



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- Must be punctual to shifts.
- Assist and guide students to relevant resources on campus
- Check emails for relevant announcements and trainings
- Assist other departments in outreach activities

Eligibility Criteria

Students who are selected possess proficiency in the relevant STEM subjects, strong interpersonal and communication skills, and a positive and friendly attitude. Student embedded tutors should be empathetic, passionate, enthusiastic, dependable, and punctual.

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 communication skills and the ability to clearly explain challenging concepts.
- Strong study habits and understanding of test preparation.
- Ability to motivate and encourage students to improve their academic performance.
- Creativity and flexibility to personalize their learning approach for individual students.
- Patience and compassion for students as they develop skills and improve their performance
- Bi-lingual in any language, preferably Spanish.
- Previous tutoring experience
- Faculty course proficiency recommendation.

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 **Herbert Cortez**, hcortez@mpc.edu.