



# MONTEREY PENINSULA College

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

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### General Information

<b>Name of position</b>	STEM Outreach Assistant
<b>Classification</b>	Level III
<b>Pay Rate</b>	Hourly: \$18.00
<b>Work Schedule</b>	Flexible, including weekends and no more than 20 hours per week
<b>Length of Employment</b>	Term: Summer, Spring, and/or Fall
<b>Department</b>	HIS-STEM Office
<b>Supervisor</b>	Herbert Cortez

### Please review our job description:

Students will work with the HIS-STEM office to support the completion of the STEM activities listed in the EMC<sup>2</sup> Grant (P031C210155)

### Duties and Responsibilities

- Campaigning for STEM events and activities at MPC and community events
- Contacting students to promote STEM events and activities
- Create, revise, and edit, promotional materials, and other project documents in multiple formats
- Create, revise, and edit, student satisfaction survey
- In coordination with Project Director research and analyze student satisfaction results

### Eligibility Criteria

- Must be a currently enrolled student and registered for classes.
- Must be enrolled in a STEM Major
- Skilled in oral and written communication
- Can carry 40lbs



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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

- Open to meeting and sharing MPC academic program and student services resources with community members

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 [Inquyen@mpc.edu](mailto:Inquyen@mpc.edu). If you have further questions about the job position please contact the department supervisor **Herbert Cortez**, [hcortez@mpc.edu](mailto:hcortez@mpc.edu).