



Student

Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	Undocumented Resource Center Student Ambassador
Classification	Level II
Pay Rate	\$16-\$17
Work Schedule	5-20 Hours
Length of Employment	August 19 th 2024-December 20 th 2024
Department	Undocumented Resource Center
Supervisor	Marilu Velasco mvelasco@mpc.edu

Please review our job description:

The Undocumented Resource Center (URC) is an educational and support program designed to assist and support DREAMers/Undocumented students transition into, through, and out of college by providing academic, career, and personal counseling. Additionally, the program provides peer mentoring, workshops for academic and personal growth, as well as events carefully planned to help undocumented students navigate the campus and achieve academic success.

A student ambassador is a professional, patient, enthusiastic, and respectful individual that will assist the Undocumented Resource Center with all daily tasks and help provide services confidentially to prospective and current undocumented students at Monterey Peninsula College.



Duties and Responsibilities

- Provide assistance in the Undocumented Resource Center
- Support URC staff by updating and creating content for social media, marketing, and outreach events
- Attend and participate in workshops, training, 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 and follow-up • Direct student to services and resources on campus
- Assist in planning and implementing special events such as Undocumented Student Action Week
- Meet and greet prospective students, families, alumni, and special guests
- Help organize spreadsheet/data entry
- Create and maintain a collaborative work calendar using Google Calendar
- Represent the college at all on and off-campus events as needed • Provide top-quality customer service in accordance with our standard policies and procedures
- Ability to provide regular and predictable attendance
- Adhere to uniform and grooming policy as defined within company policy
- Maintain high standards of safety within the URC
- Ability to comply with workplace conduct standards

Eligibility Criteria

Students who are selected as Student Ambassadors possess strong interpersonal skills, leadership qualities, a genuine interest in meeting and guiding students, and a sense of school spirit and pride. A Student Ambassador should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Ambassadors will have flexible work hours and will be paid \$16-\$17 an hour.



MONTEREY PENINSULA
College

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

- Ability to work 5- 20 hours a week
 - Public speaking and presentation skills
 - Familiarity with Google Docs and Google Sheets
 - Ability to effectively communicate with people of diverse cultural, social, and educational backgrounds
 - 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 English and Spanish 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 lnguyen@mpc.edu. If you have further questions about the job

position please contact the department supervisor Marilu Velasco at mvelasco@mpc.edu.

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