



Student Job Center, Federal Work-Study Employment Opportunity

General Information

Name of position	TRIO Front Office Student Assistant
Classification	Level 1
Pay Rate	\$16.00
Work Schedule	5 - 20 hours a week
Length of Employment	September 1, 2024 - December 20, 2024
Department	TRIO
Supervisor	TRIO Coordinators: Grace O. Anongchanya, Jasmine Do & Sandra Washington

Please review our job description:

The TRIO Front Office Student Assistant will play a key role in providing administrative support to the TRIO Programs and ensuring the smooth operation of daily office activities. This position is ideal for students who are organized, dependable, and eager to develop their professional skills in a dynamic, fast-paced environment.

Duties and Responsibilities

- Maintain office confidentiality in accordance with the Family Educational Rights and Privacy Act (FERPA).
- Answer basic questions from fellow students, such as campus locations and website navigation.
- Greet students and visitors, answer phone calls, and respond to emails in a professional and courteous manner.
- Assist with filling, photocopying, scanning, shredding, and maintaining office supplies. Prepare and distribute documents as needed.
- Assist in scheduling meetings, appointments, and events.
- Support special projects or tasks as assigned by the supervisor. This may include research, event planning, or data analysis.



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- Ensure the front office area is clean, organized, and welcoming for students, staff, and visitors.
- Perform basic cleaning of the office space, including dusting and wiping down surfaces.
- Perform other appropriate duties as assigned.

Eligibility Criteria

Students who are selected possess strong interpersonal skills, leadership qualities, and a genuine interest in helping students succeed in their academic journey. A Student Assistant should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Student Assistants will have flexible work hours to accommodate their class schedule.

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
- Ability to work 5 - 20 hours a week

Desirable Qualifications

- Be able to effectively communicate with people of diverse cultural, social, economic, and educational backgrounds.
- Attention to detail and strong organizational skills
- Ability to handle confidential information with discretion
- Ability to multitask and prioritize in a fast-paced environment
- Knowledge of Google Suite and Microsoft software
- Ability to work effectively both independently and as part of a team, demonstrating initiative and a proactive approach to completing tasks.

Complete an MPC 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.