



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

---

### General Information

<b>Name of position</b>	TRIO Upward Bound & Math-Science Upward Bound Tutor
<b>Classification</b>	Level 1
<b>Pay Rate</b>	\$16.00
<b>Work Schedule</b>	5 - 13 hours a week
<b>Length of Employment</b>	September 1, 2024 - December 20, 2024
<b>Department</b>	TRIO Upward Bound & Math-Science Upward Bound
<b>Supervisor</b>	TRIO Coordinators: Jasmine Do & Sandra Washington

### Please review our job description:

The TRIO Upward Bound and Math-Science Upward Bound tutor will play a key role in providing academic support to high school participants in both programs in the TRIO Learning Center. This position is ideal for students who are knowledgeable in respective academic subjects, organized and interested in building an academic mentorship with students.

### Duties and Responsibilities

- Tutors will provide academic support and serve as a role model to high school student participants of both programs.
- Tutor grades 9th - 12th at MPC
- Work 5 - 13 hours per week, tentative between the hours of Mon/Tues 3:30pm-7pm, Weds 3pm-7pm, Thursday 3:30 pm-5:30 pm
- 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 Tutor should be motivated, a team player, respectful, enthusiastic, responsible, dependable, and punctual. Student Tutors will have flexible work hours to accommodate their class schedule.



# 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
- 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 [Inguyen@mpc.edu](mailto:Inguyen@mpc.edu). If you have further questions about the job position please contact the department supervisor.