



**MAHSA**  
INTERNATIONAL COLLEGE  
PENANG

**HUSTLEHUB @ MAHSA INTERNATIONAL COLLEGE**

**PLAYBOOK**

PLAYBOOK

# **HUSTLEHUB @ MAHSA INTERNATIONAL COLLEGE**

**YOUR CAMPUS. YOUR HUSTLE. YOUR GROWTH.**

MAHSA International College's Official Student Employment Programme  
Talent Engagement Unit [TEU]

# WHAT IS HUSTLEHUB?

HustleHub is MAHSA International College's on-campus part-time work platform — exclusively for our students. It's designed to support those facing financial challenges; while helping you earn, grow, and contribute to the university community.

Whether you're assisting in the library, supporting events, or helping with IT — HustleHub is where your MAHSA International College hustle begins.

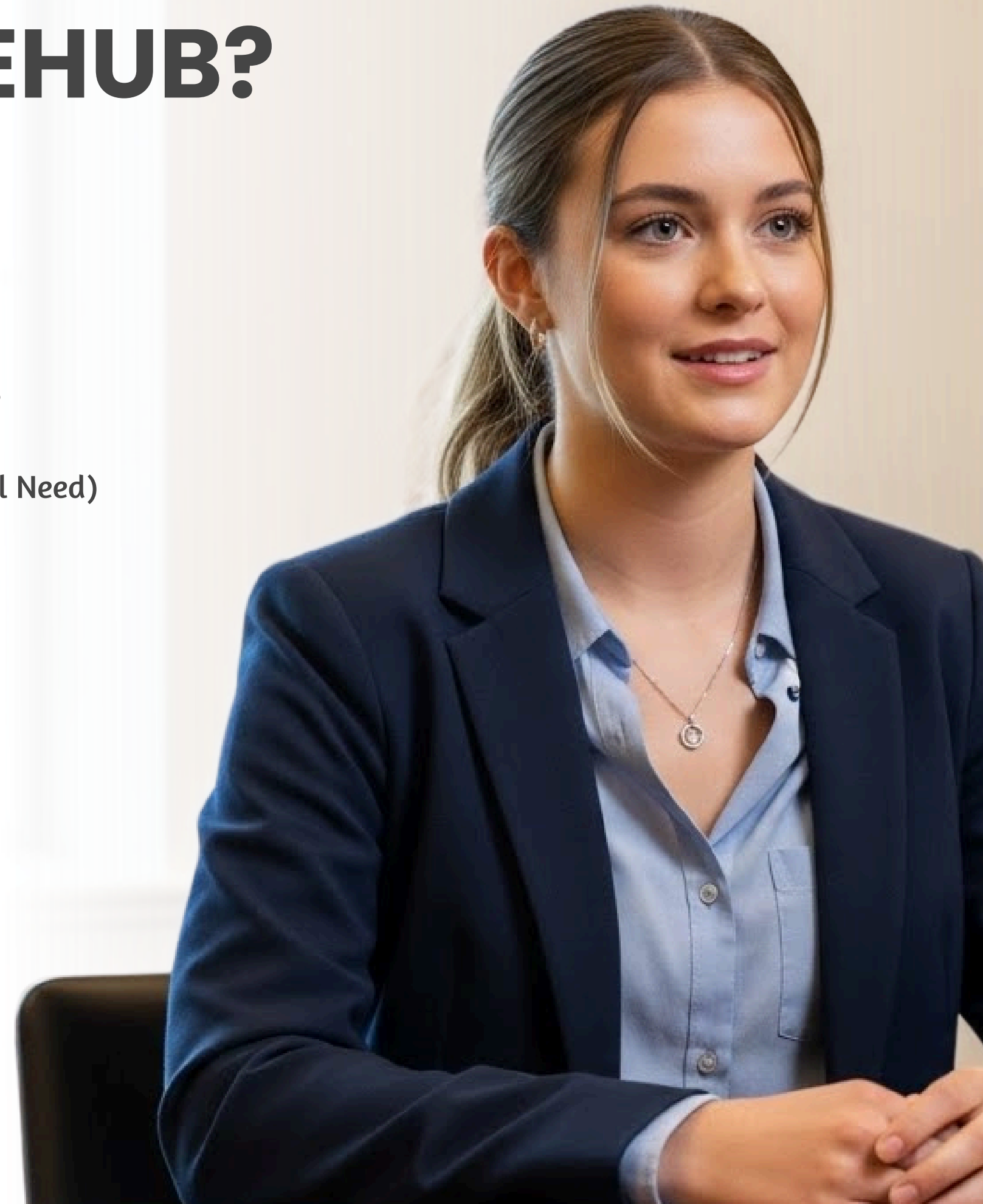


# WHO CAN JOIN HUSTLEHUB?

## Basic Requirements:

### You must be:

- A Full-Time Student - Centre Pre-University (CPU) – Foundation and Degree at MICP
- Have Completed At Least 1 Semester With A CGPA  $\geq$  2.5 (Flexible Based On Financial Need)
- In Good Academic And Disciplinary Standing



# WHO CAN JOIN HUSTLEHUB?

Priority for Financially Needy Students:

## CATEGORY

## DOCUMENTS NEEDED

B40 Income Households

Salary Slip / BSH Documents

Zakat Assistance

Confirmation Letter From Zakat Authority

Orphan / Single Parent

Death Cert / Single-Parent Proof / Hardship Letter



# HOW TO APPLY FOR HUSTLEHUB

## STEP 1: FILL THE APPLICATION

- Complete the HustleHub Application Form via the Student Portal
- Upload required documents

## STEP 2: WE REVIEW IT

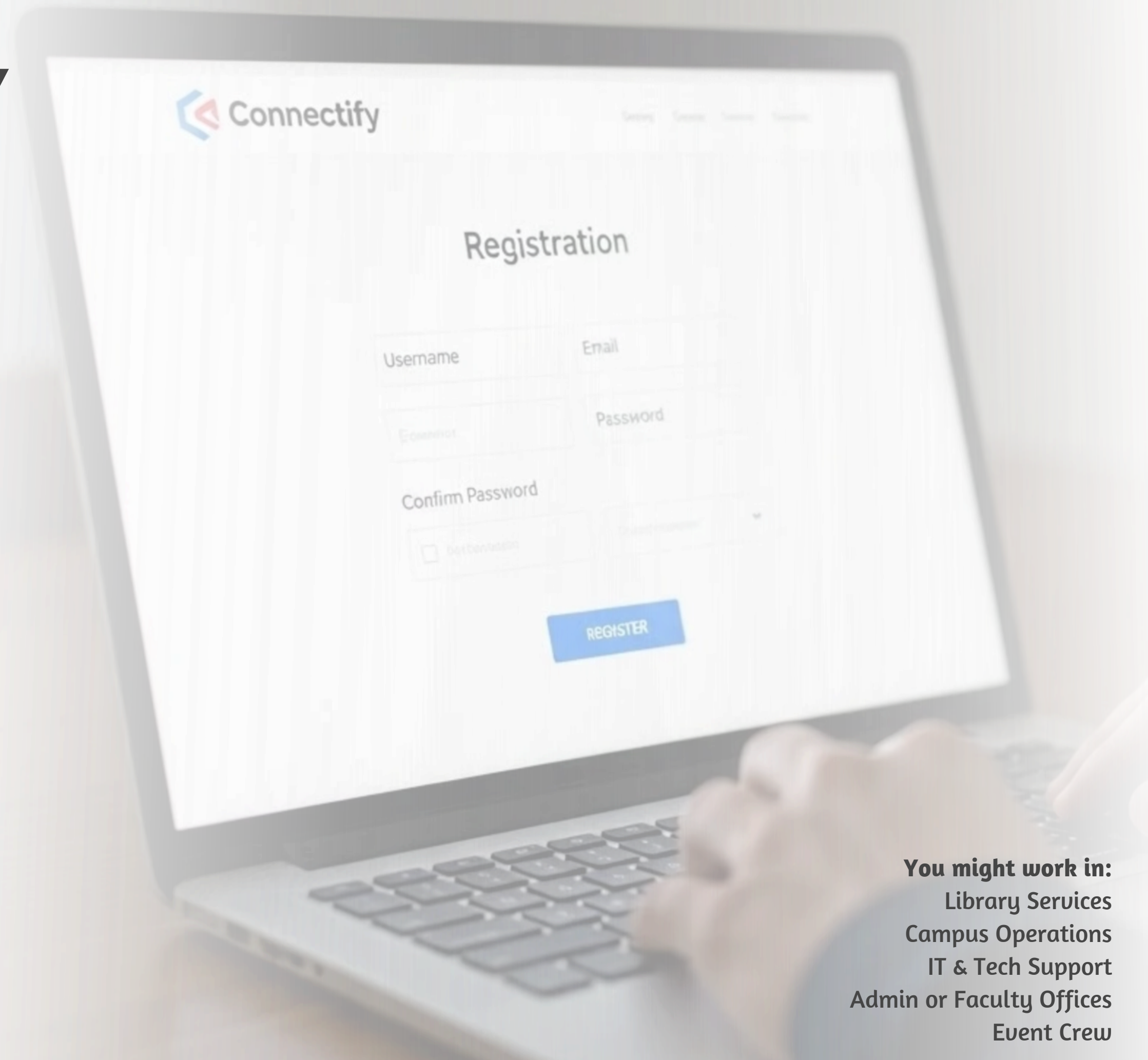
The Talent Engagement Unit (TEU) will evaluate based on:

- Financial Need
- Availability Of Roles
- Your Fit With Department Needs

## STEP 3: YOU'RE IN!

If selected, you'll get:

- An Appointment Letter
- Job Description + Work Schedule
- Departmental Assignment



**You might work in:**  
Library Services  
Campus Operations  
IT & Tech Support  
Admin or Faculty Offices  
Event Crew

# HOW TO APPLY FOR HUSTLEHUB

**You might work in:**

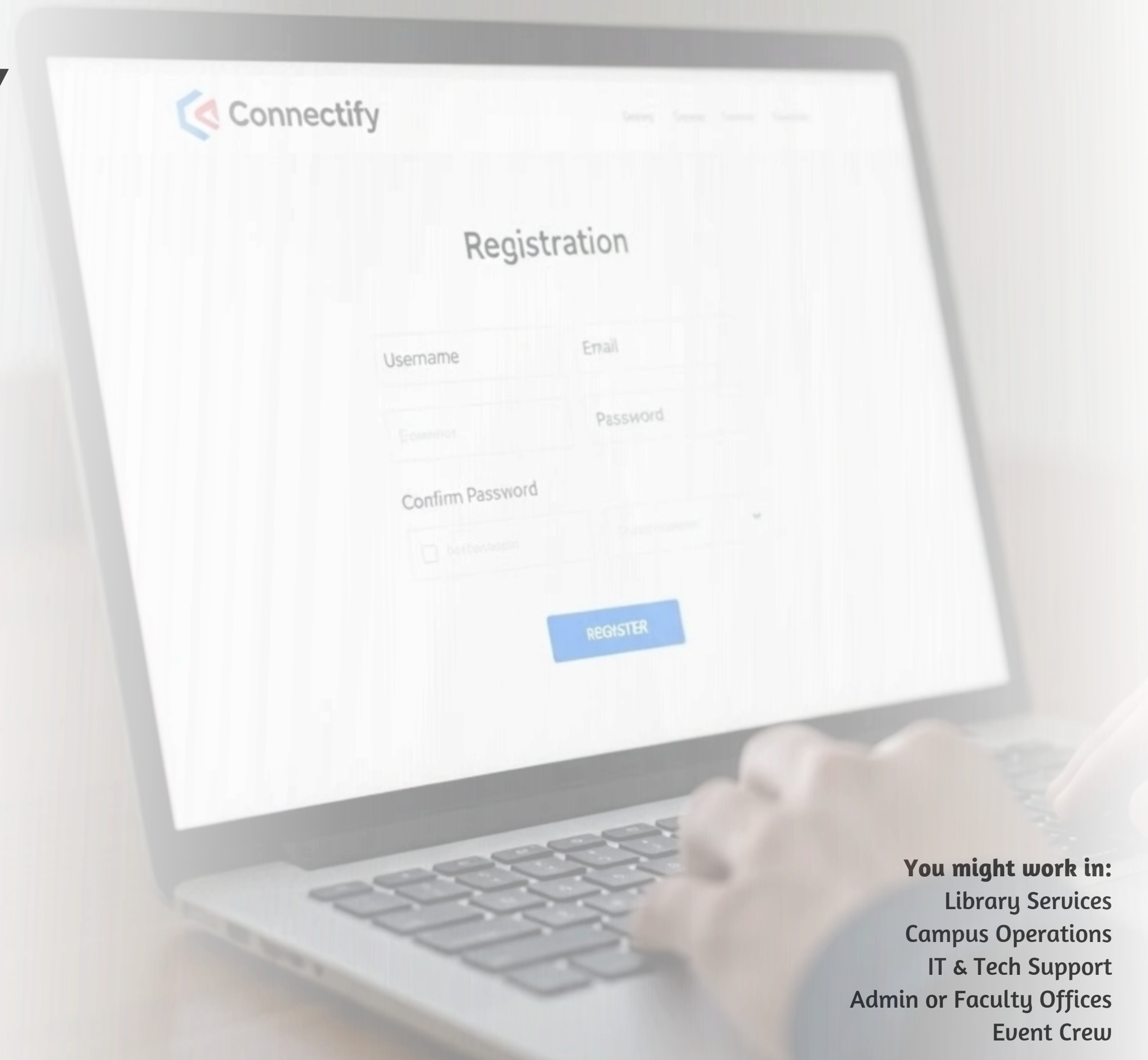
**Library Services**

**Campus Operations**

**IT & Tech Support**

**Admin or Faculty Offices**

**Event Crew**



**You might work in:**

**Library Services**

**Campus Operations**

**IT & Tech Support**

**Admin or Faculty Offices**

**Event Crew**

# WORK HOURS & PAY @ HUSTLEHUB

CATEGORY	DETAILS
During Semesters	Up To 20 Hours/Week
During Breaks	Up To 40 Hours/Week
Pay Rate	Based On Hourly Rate (As Per MAHSA HR Policy)
Payment Monthly	(Based On Attendance + Supervisor Report)
Statutory Deductions	No EPF Or SOCSO
Attendance	Clock-In Via HR System Or Logbook
Absences	Inform Supervisor 24 Hrs In Advance



# CODE OF CONDUCT — BE A HUSTLEHUB PRO

AREA	WHAT'S EXPECTED
Professionalism	Be On Time, Respectful, Responsible
Dress Code	Smart Casual / Formal Based On Dept Guidelines
Confidentiality	Strictly No Sharing Of Internal Or Sensitive Information
Disciplinary	Misconduct = Warnings, Termination, And Loss Of Future Opportunities



# CONTRACT, EXIT & RENEWAL

TYPE	POLICY
Termination	Poor Performance, Repeated Absences, Academic Probation, Or Misconduct
Resignation	One (1) Month Notice Via Formal Written Letter
Reapplication	You Must Reapply Each Semester – Priority To Top-Performing Hustlers



# SPECIAL NOTE FOR INTERNATIONAL STUDENTS

Yes — international students can join HustleHub!

Your employment will be aligned with visa guidelines, and TEU will assist with any paperwork or special permissions needed.



# FINAL WORD HUSTLEHUB ISN'T JUST A JOB.

It's Your Chance To Grow, Lead, Connect — And Build Something Bigger Than Just A CV.  
You're Not Just Earning Money. You're Becoming Part Of A Community That Moves MAHSA  
International College Forward.

**Hustle Hard. Hustle Smart. Hustle With Heart.**



**GET IN TOUCH**  
**Talent Engagement Unit (TEU)**

Email: [teu@micp.edu.my](mailto:teu@micp.edu.my)  
Level 18, MAHSA International College  
Instagram: @micpofficial  
Mon–Fri | 9 AM – 5 PM