



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Nursing

JOB TITLE: Department Assistant Student Worker

BUILDING/CAMPUS: SMN/KENTFIELD ROOM# 301

ESSENTIAL FUNCTIONS AND DUTIES:

- Proficient in EXCEL, WORD, TEAMS, ZOOM, Internet research.
- Able to work within given time line for completion of projects.
- Knowledge of campus buildings and departments.
- Help in Skills Store Room, put together needed supplies for teaching by following instructions that are given.
- Filing of student records
- Miscellaneous office work.
- Checking student input to third party databases.
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Know services that are available on campus for students.
- Excel, Word, Teams, Internet research.
- Third party databases for nursing student compliance with facilities.
- Assist students that come into office requiring help.
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Estimated Hours needed:

- M: TBA TU: TBA W: TBA TH: TBA F: TBA

Will the student have access to or handle confidential records or information? Yes ☒ No ☐

If 'Yes', the student will be required to pass a Live Scan background check.

Note: Positions that require access to or handle confidential records/information will be reviewed by the Dean of Enrollment Services.

STUDENT'S SUPERVISOR: Dr. Alicia Bright

EMAIL: abright@marin.edu

PHONE#: 415 485-9326

STUDENT'S ALTERNATE SUPERVISOR: Noreen Kimelman

EMAIL: nkimelman@marin.edu

PHONE#: 415 485-9319

HOW TO APPLY: *If you wish to apply for this position, please email the supervisor listed above and attach the following: **Cover Letter, Resume and Proof of FWS award (email notification from Enrollment Services)***