



## FEDERAL WORK STUDY JOB DESCRIPTION

**DEPARTMENT:** Community Programs

**JOB TITLE:** Front Desk Assistant, Fitness Center

**BUILDING/CAMPUS:** Miwok Aquatic and Fitness Center

### ESSENTIAL FUNCTIONS AND DUTIES:

- check patrons in and out
- monitor the use of the fitness equipment
- laundry- towels only
- use of clover for payments and waivers
- file paper work
- answer questions
- access to waiver master for verifications
- put away any equipment
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### ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- ability to greet patrons politely
- interact with patrons as needed
- ability to bend, reach
- some lifting
- reliable and punctual

### Estimated Hours needed:

- M: 5 TU: 5 W: 5 TH: 5 F: 5

**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:** Sarah Paoli

**EMAIL:** spaoli@marin.edu

**PHONE#:** 628-234-7955

**STUDENT'S ALTERNATE SUPERVISOR:** Monica Rudolph

**EMAIL:** mrudolph@marin.edu

**PHONE#:** 628-234-8107

**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)***