



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Marketing and Communications

JOB TITLE: Work-Study

BUILDING/CAMPUS: 941 SFD, KTD

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist with data collection
- Assist with data input
- Assist with contacting students and answering questions
- Assist with electronic filing
- Assist with office and swag supply organization
-
-
-
-

ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Microsoft word suite
- Proficient written and verbal communication skills
- Positive attitude
- Works well in a team
- Adheres to deadlines

Estimated Hours needed:

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

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: Nicole Cruz

EMAIL: ncruz@marin.edu

PHONE#: 415-485-9508

STUDENT'S ALTERNATE SUPERVISOR: Shook Chung

EMAIL: shookchung@marin.edu

PHONE#: 415-485-9524

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)*