



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Student Activities and Advocacy

JOB TITLE: Basic Needs Ambassador

BUILDING/CAMPUS: Center for Student Success, Kentfield

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist with food pantry, direct students to recourses- locating COM Care
- Assist with restocking food pantry
- Utilize software to input M00#, tracking food access recourses
- Assist with fulfilling Student Activities office related tasks, and assist with food distribution
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- customer services skills
- knowledge of the campus
- ability to locate other support services and other on campus related information
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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: Lia Lara

EMAIL: llaradomingue5002@marin.edu

PHONE#: 628-234-7401

STUDENT'S ALTERNATE SUPERVISOR: Sadika Sulaiman Hara

EMAIL: ssulaimanhara@marin.edu

PHONE#: N/A

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)***