



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Career Services

JOB TITLE: Department Assistant

BUILDING/CAMPUS: CSS 201 (Transfer and Career Center)

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist in Research and promote student employment opportunities
- Aid in event-planning for career fairs and workshops
- Assist with creating guides and resources for career information and services
- Answer general questions and follow directions independently
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Strong follow through, assisting projects from beginning to end
- Understanding of confidentiality and professionalism
- Bilingual English & Spanish (desirable)
- Experience with Handshake.com, Indeed.com, and Microsoft Office Suite (desirable)
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Estimated Hours needed:

- M: 10-4 TU: 10-4 W: 10-4 TH: 10-4 F: 10-4

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: Chelsey Perez

EMAIL: clperez@marin.edu

PHONE#: 628-234-7670

STUDENT'S ALTERNATE SUPERVISOR: Mark Zerrudo

EMAIL: mzerrudo@marin.edu

PHONE#: 628-234-7671

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)***