



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Counseling

JOB TITLE: Office Aide

BUILDING/CAMPUS: Center for Student Success (CSS) 3rd floor

ESSENTIAL FUNCTIONS AND DUTIES:

- Support counseling employees and relay messages from the front desk
- Schedule and check in counseling meetings in person and via phone
- Monitor waiting area and answer *general* COM counseling/student services questions
- Promote and attend department events (occasionally on Saturdays)
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Proficient computer knowledge; willingness to learn new software
- Maintain student privacy and confidentiality
- Reliability and attention to detail
- Bilingual a plus (Spanish skills preferred)
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Estimated Hours needed:

- M: 12-3 TU: 9-1 W: 12-4 TH: 11-4 F: 9-2:30

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: Isabel Murrin

EMAIL: imurrin@marin.edu

PHONE#: (415) 485-9436

STUDENT'S ALTERNATE SUPERVISOR: Stormy Miller Sabia

EMAIL: scmiller@marin.edu

PHONE#: (415) 485-9603

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)***