



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: I.T.

JOB TITLE: Student Work-Study

BUILDING/CAMPUS: SMN 135

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist students, staff and faculty with common wireless connection issues.
- Perform laptop imaging and repair
- Work with Technicians on projects as available
- Create and manage work tickets to manage work.
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- PC and Mac familiarity, positive attitude, ability to work with all people
- mechanical aptitude, willing to learn about new technologies
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Estimated Hours needed:

- M: 4 TU: 4 W: 4 TH: 4 F: 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: Matthew Howard

EMAIL: mjhoward@marin.edu

PHONE#: 415-485-9303

STUDENT'S ALTERNATE SUPERVISOR: Stephanie Canon

EMAIL: sjcanon@marin.edu

PHONE#: 415-485-8100

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)*