



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Information Technology

JOB TITLE: Student Work-Study

BUILDING/CAMPUS: SMN 135

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist with updating and maintaining College website content under the guidance of IT staff
- Participate in content updates for COMs website while learning web publishing best practice
- Observe and learn web accessibility standards and assist with identifying opportunities to improve compliance.
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Interest in web technology, digital communications, information technology, or a related field
- Positive attitude
- Ability to work with all people
- 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: Stephanie Canon

EMAIL: sjcanon@marin.edu

PHONE#: 415-485-8180

STUDENT'S ALTERNATE SUPERVISOR: Matthew Howard

EMAIL: mjhoward@marin.edu

PHONE#: 415-485-9303

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)***