



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Library

JOB TITLE: Student Assistant

BUILDING/CAMPUS: Center for Student Success-Kentfield

ESSENTIAL FUNCTIONS AND DUTIES:

- check materials in and out using library software systems.
- Assist with shelving and organize books according to classification systems
- Support circulation desk operations and daily library tasks
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Lift, carry, push or move library materials on carts as needed
- Basic computer proficiency
- strong communication skills
- time management skills
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Estimated Hours needed:

- M: 2-3 TU: 2-3 W: 2-3 TH: 2-3 F: 2-3

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: Miguel Sanchez

EMAIL: misanchez@marin.edu

PHONE#: 628-234-7474

STUDENT'S ALTERNATE SUPERVISOR: Lisa Palella

EMAIL: lpalella@marin.edu

PHONE#: 628-234-7745

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)***