



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: MESA

JOB TITLE: Student Assistant

BUILDING/CAMPUS: SMN

ESSENTIAL FUNCTIONS AND DUTIES:

- Creating a welcoming and supportive environment in the MESA Center while assisting student
- Helping with set-up, clean-up, and supporting MESA Program events
- Assist with managing MESA's social media accounts
- Tabling at campus and community outreach events
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Empathetic and understanding of other students' experiences
- Familiar with MESA Learning Community, resources, and values
- Enrolled in 6 or more units at the College of Marin
- Experience making flyers, marketing, or with social media is desired but not required
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Estimated Hours needed:

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

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: Nicole McIntyre

EMAIL: nmcintyre@marin.edu

PHONE#: 415-485-9539

STUDENT'S ALTERNATE SUPERVISOR: _____

EMAIL: _____

PHONE#: _____

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)*