



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Marketing & Communications

JOB TITLE: Student Marketing Assistant

BUILDING/CAMPUS: 941 Sir Francis Drake Boulevard, KTD

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist with: data collection and input, contacting students and answering questions,
- Electronic and print filing, office and swag supply organization and inventory, uploading and
- Organizing images in digital asset management platform, capturing photos and videos of
- campus events and student life
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Microsoft Office Suite
- Proficient written and verbal communication skills
- Positive attitude and works well in a team
- Adheres to deadlines
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Estimated Hours needed:

- M: 5 TU: 5 W: 5 TH: 5 F: 5

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 Cruz

EMAIL: ncruz@marin.edu

PHONE#: 415-485-9508

STUDENT'S ALTERNATE SUPERVISOR: Malaika Smith

EMAIL: masmith@marin.edu

PHONE#: 415-485-9384

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)***