



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Mi Familia - Learning Community

JOB TITLE: Student Ambassador

BUILDING/CAMPUS: CSS 308

ESSENTIAL FUNCTIONS AND DUTIES:

- Serve as an enthusiastic student ambassador to help all students by providing resources
- Communicate and collaborate to initiate, and implement effective campus events/programs
- Assist low-level classes with online class registration
- Assist with maintaining Mi Familia Room and assist students
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Bilingual in Spanish and English
- Have a genuine desire to help your peers succeed
- Demonstrate good communication and organizational skills
- Knowledge of College of Marin campus resources or willingness to learn
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Estimated Hours needed:

- M: 2-5 hrs TU: 2-5 hrs W: 2-5hrs TH: 2-5 hrs F: 3 hrs

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 Oropeza

EMAIL: msoropeza@marin.edu

PHONE#: 628-234-7793

STUDENT'S ALTERNATE SUPERVISOR: Jamine Terhune

EMAIL: JTerhune@marin.edu

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)***