



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Student Accessibility Services

JOB TITLE: Student Work-Study Assistant

BUILDING/CAMPUS: Kentfield

ESSENTIAL FUNCTIONS AND DUTIES:

- ***Monitor Test Proctoring Center activity (75% of job responsibility)
- Greet students and visitors (providing general information about accessibility supports as needed)
- Answer phones and forward calls to appropriate personnel; call students to confirm scheduled appointments
- Assist with data entry and filing of digital records; assist with making copies, scanning, and faxing materials
- Assist with facilitating opportunities for student engagement (i.e., workshops, conversations, events)
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Assist students with navigating campus support services/resources (i.e., COM Cupboard, Counseling, Psychological Services, etc.)
- Assist Director of Student Services - SAS with research and projects related to accessibility, universal design, and disability justice centered efforts
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Estimated Hours needed:

- M: 9-4 TU: 9-4 W: 9-4 TH: 9-4 F: X

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: Gail Ann Rulloda

EMAIL: grulloda@marin.edu

PHONE#: 628-234-9601

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)***