



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Transfer Center

JOB TITLE: Department Assistant

BUILDING/CAMPUS: CSS 201 (Transfer and Career Center)

ESSENTIAL FUNCTIONS AND DUTIES:

- Greet student walk-ins, connecting them to resources or scheduling appointments
- Assist with planning, promotion, and logistics for workshops, events, and university representative
- Support student outreach through campus tabling and promotional campaigns
- Monitor and respond to general Transfer Center email inquiries under supervisor guidance
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Passionate to engage and help build a welcoming and supportive student environment
- Maintain strict confidentiality of all student information
- Bilingual English & Spanish (desirable)
- Interested in developing project management, collaboration, and/or communication skills
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Estimated Hours needed:

- M: 10-4 TU: 10-4 W: 10-4 TH: 10-4 F: 10-4

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: Mark Zerrudo

EMAIL: mzerrudo@marin.edu

PHONE#: 628-234-7671

STUDENT'S ALTERNATE SUPERVISOR: Chelsey Perez

EMAIL: clperez@marin.edu

PHONE#: 628-234-7670

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)***