



FEDERAL WORK STUDY JOB DESCRIPTION

DEPARTMENT: Umoja Learning Community

JOB TITLE: Student Assistant

BUILDING/CAMPUS: CSS 307

ESSENTIAL FUNCTIONS AND DUTIES:

- Assist in the delivery of outreach programs & services targeting underrepresented populations
- Represent the COM Umoja at college events, career fairs, school visits, and other info program
- Assist in the planning and/or implementation of special events and activities cultural as needed
- Assist with cultural activities/workshops, field trips
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ABILITIES/SKILLS/DESIRABLE KNOWLEDGE REQUIRED:

- Speaking at events, Tabling school events, Computer skills (Word, Canva, ect.),
- Demonstrates knowledge of campus resources and services and effectively guide students
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Estimated Hours needed:

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

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: Mariah Ashby

EMAIL: mashby2@marin.edu

PHONE#: 628-234-7026

STUDENT'S ALTERNATE SUPERVISOR: Stormy Miller Sabia

EMAIL: scmiller@marin.edu

PHONE#: 628-234-7603

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)***