Minnesota West
COMMUNITY & TECHNICAL COLLEGE

## STUDENT JOB DESCRIPTION

**JOB TITLE:** Computer Lab Assistant

**WORK AREA:** IT Department

**HOURS:** 10-15 per week

**TYPICAL WORK HOURS** [v] ☐Daytime [ ] ☐Evening [ ] ☐Weekends
(Check all that apply)

**JOB RESPONSIBILITIES/DUTIES:** Monitor computer lab, assist students, keep computer lab clean.

**QUALIFICATIONS:** Good communication skills, typing and basic computer skills.

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**
[ ] Yes    [v] No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** $15.00 per hour

**NUMBER OF STUDENTS NEEDED:**

__1_ Academic Year          ____Summer (June-August)

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### TO INTERVIEW FOR THIS POSITION, CONTACT:

**Supervisor:** Brad Christensen, Minnesota West

**Location:** Canby

**Phone:** 320-564-5031

**Email Address:** brad.christensen@mnwest.edu

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**Canby Campus**
1011 First Street West
Canby, MN 56220

**Granite Falls Campus**
1593 11th Avenue
Granite Falls, MN 56241

**Jackson Campus**
PO Box 269
Jackson, MN 56143

**Pipestone Campus**
1314 North Hiawatha
Pipestone, MN 56164

**Worthington Campus**
1450 Collegeway
Worthington, MN 56178

**Luverne Site**
311 N. Spring Street
Luverne, MN 56156