



STUDENT JOB DESCRIPTION

JOB TITLE: Electrical Office Assistant

WORK AREA: Electrical Lab

HOURS: 5-10 per week

TYPICAL WORK HOURS Daytime Evening Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: To assist faculty with office duties that may include making copies, filing, and sorting papers. Assist with classroom and lab material preparation.

QUALIFICATIONS: Knowledge of office duties and have a good work ethic.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
 Yes 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)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Judy Drown or Gary Olsen, Minnesota West

Location: Electrical Department

Phone: 507-223-1342 or 507-223-1324

Email Address: judy.drown@mnwest.edu or gary.olsen@mnwest.edu

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