STUDENT JOB DESCRIPTION

JOB TITLE: Electrical Office Assistant

WORK AREA: Electrical Lab

HOURS: 5-10 per week

TYPICAL WORK HOURS
(Click all that apply)

☐ Daytime
☐ Evening
☐ Weekends

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