STUDENT JOB DESCRIPTION

JOB TITLE: Phone-a-thon Caller

WORK AREA: any Minnesota West campus

HOURS: Up to 10 hours per week

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

JOB RESPONSIBILITIES/DUTIES: Personally contact Minnesota West graduates by phone (from a campus) with the purpose of 1) strengthening the relationship between alumni, community members, parents, and our College; 2) encouraging donations to the Minnesota West Foundation during its annual fund campaign, which is held November & December.

QUALIFICATIONS:
- Respect and appreciation for Minnesota West Community & Technical College.
- Enthusiastic and reliable.
- Strong communication skills and polite phone manners.
- Be able to ask people for money with confidence.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
- [ ] Yes
- [x] 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: $13.00 per hour

NUMBER OF STUDENTS NEEDED: Unlimited

- [x] Academic Year (November – December)
- [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Michael Van Keulen, Minnesota West
Location: any campus or site
Phone: 507-223-1329
Email Address: Michael.vankeulen@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