STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

WORK AREA: IT Department

HOURS: 10-15 per week

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

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 ☑ 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: $12.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ 1 Academic Year ☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Brad Christensen, Minnesota West
Location: Canby
Phone: 320-564-5031
Email Address: brad.christensen@mnwest.edu