STUDENT JOB DESCRIPTION

JOB TITLE: Electrical Office Assistant

WORK AREA: Electrical Lab

HOURS: 5-10 per week

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

JOB RESPONSIBILITIES/DUTIES: general office work

QUALIFICATIONS: knowledge of office duties

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: $10.00 per hour

NUMBER OF STUDENTS NEEDED:

____ 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