STUDENT JOB DESCRIPTION

JOB TITLE: Foundation Office Assistant

WORK AREA: Foundation Office

HOURS: 5-10 per week

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

JOB RESPONSIBILITIES/DUTIES: primarily assisting with the foundation alumni and donor database

QUALIFICATIONS: ability to work with basic computer software

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: Michael Van Keulen, Minnesota West
Location: Foundation Office
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