STUDENT JOB DESCRIPTION

JOB TITLE:  Computer Lab Assistant

WORK AREA:  IT Department

HOURS:  10-15 per week

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

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  [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:  $15.00 per hour

NUMBER OF STUDENTS NEEDED:

[ ] 1 Academic Year [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

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