



### STUDENT JOB DESCRIPTION

**JOB TITLE:** Customized Training Assistant

**WORK AREA:** Customized Training Department

**HOURS:** 5-12 hours per week

**TYPICAL WORK HOURS**  
(Check all that apply)

Daytime     Evening     Weekends

**JOB RESPONSIBILITIES/DUTIES:** Enter data, update mailing contact list, create/organize files, other duties as assigned.

**QUALIFICATIONS:** Must be skilled Microsoft Word and Excel. This candidate should also demonstrate strong organizational skills- Ideal for a student seeking and IT, or business career.

**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:** \$15.00 per hour

**NUMBER OF STUDENTS NEEDED:**

  1   Academic Year        1   Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Amber Knapper, Minnesota West

**Location:** Granite Falls Campus

**Phone:** 320-564-5020

**Email Address:** amber.knapper@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> 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