STUDENT JOB DESCRIPTION

JOB TITLE: Customized Training Assistant

WORK AREA: Customized Training Department

HOURS: 5-12 hours per week

TYPICAL WORK HOURS

☐ Daytime ☐ Evening ☐ Weekends
(Check all that apply)

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 an 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 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