STUDENT JOB DESCRIPTION

JOB TITLE: Early Childhood Program Assistant

WORK AREA: Early Childhood Department

HOURS: 10 per week

TYPICAL WORK HOURS
- [ ] Daytime
- [ ] Evening
- [x] Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Organize lab materials, create bulletin boards, make copies, and assemble information packets.

QUALIFICATIONS: Word processing skills.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
- [x] 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:
- [x] 1 Academic Year
- [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Alyson Helgeson, Minnesota West
Location: Granite Falls campus
Phone: 320-564-5054
Email Address: Alyson.helgeson@mnwest.edu