STUDENT JOB DESCRIPTION

JOB TITLE: Nursing Office Assistant

WORK AREA: Nursing Department

HOURS: 10-20 per week

TYPICAL WORK HOURS (Check all that apply)

- □ Daytime
- ■ Evening
- □ Weekends

JOB RESPONSIBILITIES/DUTIES: Copying, typing, correcting tests/worksheets, filing, open student files weekly, compiling packets and other duties as assigned.

QUALIFICATIONS: Basic typing and computer skills.

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
- ___Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Megan Gorres, Minnesota West
Location: Granite Falls campus
Phone: 320-564-5015
Email Address: megan.gorres@mnwest.edu