



STUDENT JOB DESCRIPTION

JOB TITLE: Student Ambassador

WORK AREA: Student Services

HOURS: 10 per week

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

JOB RESPONSIBILITIES/DUTIES: Serve as host/hostess of the College. Give tours to perspective students. Call students who have indicated an interest in the college. Meet and greet dignitaries who come to the campus. Serve as a representative and leader at the College by participating and assisting in events and activities. Travel to high schools to promote the College.

QUALIFICATIONS: Must relate well with students and general public. Must be a people-oriented person. Must be dependable and punctual. Must maintain confidentiality.

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:

 2 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Mary Enestvedt, Minnesota West

Location: Granite Falls Campus

Phone: 320-564-5010

Email Address: mary.enestvedt@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