



STUDENT JOB DESCRIPTION

JOB TITLE: Student Service Office Assistant

WORK AREA: student services

HOURS: 10 per week

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

JOB RESPONSIBILITIES/DUTIES: General office work, assist students, faculty, staff and the public. Guide tours for prospective students and other visitors to campus as needed. Filing, answering phones, sorting and sending mail and helping other departments as needed.

QUALIFICATIONS: Knowledge of office duties, people-oriented person with good telephone skills. Must be dependable and punctual. Basic computer skills required. Must relate well with students and general public.

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:

2-3 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