STUDENT JOB DESCRIPTION

JOB TITLE: Accounting Instructor Assistant

WORK AREA: Accounting Department

HOURS: flexible; as needed

TYPICAL WORK HOURS
(Check all that apply)

Daytime
Evening
Weekends

JOB RESPONSIBILITIES/DUTIES: Assisting the instructor with various tasks.

QUALIFICATIONS: Good knowledge of Microsoft Word and Excel.

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: $10.00 per hour

NUMBER OF STUDENTS NEEDED:

1 Academic Year

Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Leslie Bauman, Minnesota West

Location: Granite Falls campus

Phone: 320-564-5030

Email Address: leslie.bauman@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