STUDENT JOB DESCRIPTION

JOB TITLE:  Accounting Instructor Assistant

WORK AREA:  Accounting Department

HOURS:  flexible; as needed

TYPICAL WORK HOURS  
☐ Daytime  ☑ Evening  ☑ Weekends

(Check all that apply)

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:  $11.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ 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