STUDENT JOB DESCRIPTION

JOB TITLE: Child Development Program Assistant

WORK AREA: Child Development Department

HOURS: 10 per week

TYPICAL WORK HOURS: [ ] Daytime  [ ] Evening  [ ] Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Organize lab materials, create bulletin boards, make copies, assemble information packets, and assist with materials for Early Childhood Conference.

QUALIFICATIONS: Word processing skills.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

[ ] Yes  [x] 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:

[ ] 1  Academic Year  [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Alyson Helgeson, Minnesota West

Location: Granite Falls campus

Phone: 320-564-5054

Email Address: Alyson.helgeson@mnwest.edu