STUDENT JOB DESCRIPTION

JOB TITLE: Computer Support Assistant

WORK AREA: Computer Lab

HOURS: 10-20 per week

TYPICAL WORK HOURS (Check all that apply)

☐ Daytime ☐ Evening ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assist students in acquiring and implementing study habits, explain or review materials presented as course lecture or textbook, assist with other lab duties. Help maintain the computers in the student lab, duplicate software for student use and maintain the lab facility.

QUALIFICATIONS: Must be able to communicate course work material to another student. Must have patience and professional behavior. Must related and communicate effectively. Must be confidential with all information.

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:

_____2-3_____ Academic Year

_____Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Pam Jensen, Minnesota West

Location: Granite Falls campus

Phone: 320-564-5033

Email Address: pam.jensen@mnwest.edu