STUDENT JOB DESCRIPTION

JOB TITLE: Customized Training Assistant

WORK AREA: Customized Training Department

HOURS: 5-12 hours per week

TYPICAL WORK HOURS

(Check all that apply)

☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Enter data, update mailing contact list, create/organize files, other duties as assigned.

QUALIFICATIONS: Must be skilled Microsoft Word and Excel. This candidate should also demonstrate strong organizational skills- Ideal for a student seeking an IT, or business career.

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  ___1___Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Amber Knapper, Minnesota West
Location: Granite Falls Campus
Phone: 320-564-5020
Email Address: amber.knapper@mnwest.edu