STUDENT JOB DESCRIPTION

JOB TITLE: Student Service Office Assistant

WORK AREA: student services

HOURS: 10 per week

TYPICAL WORK HOURS

☐ Daytime ☐ Evening ☐ Weekends

TYPICAL WORK HOURS (Check all that apply)

JOB RESPONSIBILITIES/DUTIES: General office work, assist students, faculty, staff and the public. Guide tours for prospective students and other visitors to campus as needed. Filing, answering phones, sorting and sending mail and helping other departments as needed.

QUALIFICATIONS: Knowledge of office duties, people-oriented person with good telephone skills. Must be dependable and punctual. Basic computer skills required. Must relate well with students and general public.

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: $13.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ 2-3 Academic Year ☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Mary Enestvedt, Minnesota West
Location: Granite Falls campus
Phone: 320-564-5010
Email Address: mary.enestvedt@mnwest.edu