STUDENT JOB DESCRIPTION

JOB TITLE:  Computer Careers Office Assistant

WORK AREA:  Computer Careers Department

HOURS:  5-15 per week

TYPICAL WORK HOURS  
☐ Daytime  ☑ Evening  ☐ Weekends  

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES:  Copying class assignments, typing letters, filing, researching technology grants for program enhancements, help maintain organization and setup of PC Maintenance Lab and Networking Lab, other duties as assigned.

QUALIFICATIONS:  Administrative Assistant major preferred.

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:  Terri Pelzel, Minnesota West  
Location:  Jackson campus  
Phone:  507-847-7931  
Email Address:  terri.pelzel@mnwest.edu