STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

WORK AREA: IT Department

HOURS: 10-15 per week

TYPICAL WORK HOURS (Check all that apply)
☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Monitor computer lab, assist students, keep computer lab clean

QUALIFICATIONS: Good communication skills, typing and basic computer skills.

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 Academic Year
☐ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Jason Runia, Minnesota West
Location: Jackson campus
Phone: 507-847-7969
Email Address: Jason.runia@mnwest.edu