STUDENT JOB DESCRIPTION

JOB TITLE: Cosmetology Office Assistant

WORK AREA: Cosmetology

HOURS: 8-10 per week

TYPICAL WORK HOURS: □ Daytime □ Evening □ Weekends

(Job all that apply)

JOB RESPONSIBILITIES/DUTIES: Entering data in software program, editing student portfolios, work with salon clients, coordinate client information, computer entry, organize slide shows.

QUALIFICATIONS: Basic computer and accounting skills 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:

□ 1 Academic Year  □ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Danylle Espenson, Minnesota West

Location: Jackson campus

Phone: 507-847-7944

Email Address: Danylle.espenson@mnwest.edu