STUDENT JOB DESCRIPTION

JOB TITLE: Electrical Office Assistant

WORK AREA: Electrician Department

HOURS: 2-4 per week

TYPICAL WORK HOURS
☐ Daytime  ☑ Evening  ☐ Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Typing, data entry, copying, building presentations, other duties as assigned.

QUALIFICATIONS: Computer experience.

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: Rob Arp, Minnesota West
Location: Jackson campus
Phone: 507-847-7953
Email Address: rob.arp@mnwest.edu