STUDENT JOB DESCRIPTION

JOB TITLE:  Electronic Inventory Specialist/Lab Assistant

WORK AREA:  Computer Lab/LARC

HOURS:  5-20 per week

TYPICAL WORK HOURS  
☐ Daytime  ☑ Evening  ☐ Weekends

(Job all that apply)

JOB RESPONSIBILITIES/DUTIES:  Assist Campus IT support with inventory of machines, overlap with some computer support and some support for ITV. Will train, if you are willing.

QUALIFICATIONS:  Ability to learn and observe, simple troubleshooting, basic inventory 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:

☐ Academic Year  ☑ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor:  Steven Swift, Minnesota West

Location:  Jackson campus

Phone:  507-847-7969

Email Address:  steve.swift@mnwest.edu