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

(Check 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:

☐ 1 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