STUDENT JOB DESCRIPTION

JOB TITLE:  Allied Health Office Assistant

WORK AREA:  Allied Health Office

HOURS:  15-20 per week

TYPICAL WORK HOURS  
☑️ Daytime  ☐ Evening  ☐ Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES:  Assist all Allied Health programs with the assigned duties. General office duties which include copying, filing, entering data, word processing and other duties as assigned.

QUALIFICATIONS:  Knowledge of Word and Excel. Individual must be organized, dependable and have good communication skills. Must maintain professional behavior.

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:  Amy McCuen, Minnesota West
 Location:  Luverne
 Phone:  507-449-2774
 Email Address:  amy.mccuen@mnwest.edu

Canby Campus 1011 First Street West  
Canby, MN 56220

Granite Falls Campus 1593 11th Avenue  
Granite Falls, MN 56241

Jackson Campus PO Box 269  
Jackson, MN 56143

Pipestone Campus 1314 North Hiawatha  
Pipestone, MN 56164

Worthington Campus 1450 Collegeway  
Worthington, MN 56178

Luverne Site 311 N. Spring Street  
Luverne, MN 56156