STUDENT JOB DESCRIPTION

JOB TITLE: Dental Assistant Program Assistant

WORK AREA: Dental Department

HOURS: 4-8 per week

TYPICAL WORK HOURS
(Check all that apply)

☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES:
Filing, word processing, copying, cleaning in clinic and lab, other duties as assigned.

QUALIFICATIONS:
Good clerical skills, flexibility for scheduling, meet confidentiality standards.

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: Wendy Anderson, Minnesota West
Location: Luverne Campus
Phone: 507-449-2768
Email Address: Wendy.Anderson@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