STUDENT JOB DESCRIPTION

JOB TITLE: Office Assistant

WORK AREA: Student Services

HOURS: 8-12 per week

TYPICAL WORK HOURS  
[ ] Daytime  [ ] Evening  [ ] Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Guide prospective students and other visitors on campus tours as needed. General office work such as answering phones, photocopying, filing, facilitate ITV classrooms as needed, other duties as assigned.

QUALIFICATIONS: Strong communication skills, good people skills, able to work with technology and trouble shoot as needed.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?  
[ ] Yes  [x] 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:

[ ] 2-4  Academic Year  [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Jill Arp, Minnesota West
Location: Luverne
Phone: 507-449-2773
Email Address: jill.arp@mnwest.edu