



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 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

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