STUDENT JOB DESCRIPTION

JOB TITLE: Communication Center Assistant

WORK AREA: Communication Center

HOURS: 10-20 per week

TYPICAL WORK HOURS (Check all that apply)
- [x] Daytime
- [ ] Evening
- [ ] Weekends

JOB RESPONSIBILITIES/DUTIES: Assist with marketing production, events, tours, preparing marketing materials to be sent to students, copying, processing mailings, general office duties, helping other departments as needed, other duties as assigned.

QUALIFICATIONS: General computer knowledge (MSWord, Access, Excel), strong communication skills, must be able to communicate verbally and in written format.

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:
- [ ] Academic Year
- [ ] Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Lori Alderson, Minnesota West
Location: Pipestone campus
Phone: 507-825-6812
Email Address: lori.alderson@mnwest.edu