STUDENT JOB DESCRIPTION

JOB TITLE: Student Services Office Assistant / College Store Assistant

WORK AREA: Resource Specialist Office / College Store / Front Desk

HOURS: 10-20 per week

TYPICAL WORK HOURS (Check all that apply)

Daytime □ Evening □ Weekends □

JOB RESPONSIBILITIES/DUTIES: General office work, assist students and the public. Sending and receiving mail, helping other departments as needed. Cleaning and changing displays in the college store, cash register operations.

QUALIFICATIONS: Knowledge of office duties, people oriented person with good telephone skills. Must be dependable and on time. Basic computer and cash transaction skills. Must maintain confidentiality.

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:

□ Academic Year □ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Pam Davids, Minnesota West
Location: Pipestone campus
Phone: 507-825-6796
Email Address: pam.davids@mnwest.edu