STUDENT JOB DESCRIPTION

JOB TITLE: Office Assistant

WORK AREA: Worthington Head Start Office

HOURS: up to 10-20 hours per week

TYPICAL WORK HOURS
(Choose all that apply)

☐ Daytime ☐ Evening ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: General office duties, answering the phone, filing, data entry, copying, translating or interpreting if bilingual, occasionally substitute with bus routes or classroom duties if necessary. Assist in the library with book processing or shelving of materials, laminating, inventory of items, etc.

QUALIFICATIONS: Ability to read and follow directions, word processing

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:

_1-2___ Academic Year _1-2___ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, MN West; Lori Gunnink
Location: MN West CTC, Canby
Phone: 507-825-6854
Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:
Department: Southwestern MN Opportunity Council Head Start
Mailing Address: PO Box 787 Worthington, MN 56187
Start Date: as available