STUDENT JOB DESCRIPTION

JOB TITLE: Work Study Intern

WORK AREA: Immigration Law

HOURS: 10 hours per week

TYPICAL WORK HOURS (Check all that apply)

- Daytime
- Evening
- Weekends

JOB RESPONSIBILITIES/DUTIES:
Job Description (List duties & qualifications; be specific as possible):

- Strong attention to detail and ability to maintain strict confidentiality
- Assist with operations of ILCM's nonprofit legal office in Worthington
- Conduct screening for intake and eligibility.
- Prepare case summaries.
- Schedule consultations.
- Make copies scan documents, write and send letters.

QUALIFICATIONS:

- Near Native proficiency in a second language common among immigrants or refugees in the area, especially Karen, Lao, Hmong, Burmese, Karenni, Tigrinya, Amharic, or Anyuak

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__ Academic Year ___Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, Minnesota West
Location: Worthington, MN
Phone: 507-825-6854
Email Address: Marlen.Cervantes@mnwest.edu

Off Campus Positions:

Department: Immigrant Law Center of MN
Mailing Address: 1206 Oxford Street
Start Date: at time of hire
Worthington, MN 56187