



STUDENT JOB DESCRIPTION

JOB TITLE: Dir. Adm, Reg & FA Administrative Assistant

WORK AREA: Student Services

HOURS: 10-20 per week

TYPICAL WORK HOURS Daytime Evening Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: General office work, assist students and the public. Send and receive mail, help other departments as needed. Provide assistance with financial aid related duties. Attend campus and related events as required. Provide administrative support to the Director as needed.

QUALIFICATIONS: Must possess good communication skills, relate well to students and general public, patience, considerate and professional, reliable, trustworthy, and computer knowledge is necessary.

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: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

 2 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Katie Heronimus, Minnesota West

Location: Worthington Campus

Phone: 507-372-3455

Email Address: katie.heronimus@mnwest.edu