STUDENT JOB DESCRIPTION

JOB TITLE: Athletic Department Office Assistant

WORK AREA: Athletic Department

HOURS: 10 per week

TYPICAL WORK HOURS

☐ Daytime ☑ Evening ☑ Weekends

(Click all that apply)

JOB RESPONSIBILITIES/DUTIES: computer work, typing, filing and other duties as assigned.

QUALIFICATIONS: keyboarding skills, organizational skills and filing skills.

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:

☐ 1 Academic Year ☐ Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: CJ Nelson, Minnesota West
Location: Worthington campus
Phone: 507-372-3483
Email Address: Rosalie.hayenga@mnwest.edu