STUDENT JOB DESCRIPTION

JOB TITLE: study skills & English assistant

WORK AREA: Worthington LARC

HOURS: 5-10 per week

TYPICAL WORK HOURS  [x] Daytime  [ ] Evening  [ ] Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Assist student, grade STSK and ENGL homework assignments, quizzes and exams (multiple choice, fill-in-the-blank, matching sections,) report and return work assignments in a timely fashion, agree to FERPA privacy of data

QUALIFICATIONS: Successful completion of ENGL 1101 (comp 1,) good communication skills, strong understanding of general concepts related to study skills and English

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?

[ ] Yes  [x] 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  _2_ Summer (June-August)

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TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Abby Vercauteren, Minnesota West
Location: LARC
Phone: 507-372-3456
Email Address: Abby.Vercauteren@mnwest.edu