STUDENT JOB DESCRIPTION

JOB TITLE: Phone-a-thon Caller

WORK AREA: any Minnesota West campus

HOURS: Up to 10 hours per week

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

JOB RESPONSIBILITIES/DUTIES: Personally contact Minnesota West graduates by phone (from a campus) with the purpose of 1) strengthening the relationship between alumni, community members, parents, and our College; 2) encouraging donations to the Minnesota West Foundation during its annual fund campaign, which is held November & December.

QUALIFICATIONS:
• Respect and appreciation for Minnesota West Community & Technical College.
• Enthusiastic and reliable.
• Strong communication skills and polite phone manners.
• Be able to ask people for money with confidence.

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: $12.00 per hour

NUMBER OF STUDENTS NEEDED: Unlimited

□ X Academic Year (November – December)  □ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Michael Van Keulen, Minnesota West
Location: any campus or site
Phone: 507-223-1329
Email Address: Michael.vankeulen@mnwest.edu

Canby Campus 1011 First Street West Canby, MN 56220
Granite Falls Campus 1593 11th Avenue Granite Falls, MN 56241
Jackson Campus PO Box 269 Jackson, MN 56143
Pipestone Campus 1314 North Hiawatha Pipestone, MN 56164
Worthington Campus 1450 Collegeway Worthington, MN 56178
Luverne Site 311 N. Spring Street Luverne, MN 56156