STUDENT JOB DESCRIPTION

JOB TITLE: Assessment Assistant

WORK AREA: Assessment Department

HOURS: 10 – 20 per week

TYPICAL WORK HOURS (Check all that apply)

☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assist with development, editing, and uploading documents into the assessment site on D2L and other duties as assigned.

QUALIFICATIONS: Computer skills (Word), strong communication skills, must be able to communicate verbally and in written format.

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 per hour

NUMBER OF STUDENTS NEEDED:

☐ 1 Academic Year  ☑ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Beth Van Orman, Minnesota West
Location: Worthington campus
Phone: 507-372-3440
Email Address: beth.vanorman@mnwest.edu