STUDENT JOB DESCRIPTION

JOB TITLE: Athletic Office Assistant

WORK AREA: Athletic Department

HOURS: 10 per week

TYPICAL WORK HOURS
(Check all that apply)

☐ Daytime ☑ Evening ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assist the coach with data entry on the computer; create signs on the computer up by the coach, type letters to coaches and student athletes, other duties as assigned.

QUALIFICATIONS: Knowledgeable about computers.

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: $11.00 per hour

NUMBER OF STUDENTS NEEDED:

1 Academic Year 1 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Jeff Linder, Minnesota West
Location: Worthington campus
Phone: 507-372-3474
Email Address: jeff.linder@mnwest.edu