STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

WORK AREA: IT Department

HOURS: 10-15 per week

TYPICAL WORK HOURS: Daytime Evening Weekends

JOB RESPONSIBILITIES/DUTIES: Assist with minor computer repairs and printer problems, update software, hardware, software installation in computer labs, move equipment on campus and assist with ITV as needed, other duties as assigned.

QUALIFICATIONS: Knowledgeable about computer software, hardware, printers and troubleshooting problems, patience, professional behavior, must be able to relate and communicate effectively with others.

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: $13.00 per hour

NUMBER OF STUDENTS NEEDED:

☐ Academic Year ☐ Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Elias Gomez Marroquin, Minnesota West

Location: Worthington campus

Phone: 507-372-3453

Email Address: elias.gomezmarroquin@mnwest.edu