STUDENT JOB DESCRIPTION

JOB TITLE:  Customized Training Assistant

WORK AREA:  Customized Training Department

HOURS:  5-10 per week

TYPICAL WORK HOURS
(Check all that apply)

☐ Daytime  ☑ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES:  Enter Data, coordinate mailings, create brochures and organize files, other duties as assigned.

QUALIFICATIONS:  Skilled in Microsoft Office Suite, any student interested in a business career.

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

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor:  Roxanne Hayenga, Minnesota West

Location:  Worthington campus

Phone:  507-372-3468

Email Address:  Roxanne.hayenga@mnwest.edu