STUDENT JOB DESCRIPTION

JOB TITLE: Customized Training Assistant

WORK AREA: Customized Training Department

HOURS: 5-10 per week

TYPICAL WORK HOURS

☐ Daytime
☐ Evening
☐ Weekends

(Check all that apply)

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