STUDENT JOB DESCRIPTION

JOB TITLE: Law Enforcement Office Assistant

WORK AREA: Law Enforcement Department

HOURS: 10-15 per week

TYPICAL WORK HOURS
☐ Daytime  ☑ Evening  ☐ Weekends
(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Clean and maintain law enforcement equipment, assist the law enforcement coordinator with classroom preparation including photocopying and data entry.

QUALIFICATIONS: Must be a current A.A.S. or A.S. Law Enforcement student. Student must possess computer knowledge of PowerPoint, Word, email and digital imaging.

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:

☐ Academic Year  ☐ Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Mike Cumiskey, Minnesota West

Location: Worthington campus

Phone: 507-372-3469

Email Address: mike.cumiskey@mnwest.edu