STUDENT JOB DESCRIPTION

JOB TITLE: Marketing Assistant

WORK AREA: Marketing Department

HOURS: 10-20 per week

TYPICAL WORK HOURS

☐ Daytime  ☑ Evening  ☑ Weekends

(Check all that apply)

JOB RESPONSIBILITIES/DUTIES: Assist with marketing production, prices, events, tours, preparation of marketing materials, telephone calls and processing mailings, other duties as assigned.

QUALIFICATIONS: Computer skills (Excel, Publisher and Word), strong communication skills, must be able to communicate verbally and in written format.

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: Marie Johnson, Minnesota West
Location: Worthington campus
Phone: 507-372-3472
Email Address: marie.johnson@mnwest.edu