STUDENT JOB DESCRIPTION

JOB TITLE:  Nursing Office Assistant

WORK AREA:  Nursing Department

HOURS:  10-20 per week

TYPICAL WORK HOURS  (Check all that apply)

JOB RESPONSIBILITIES/DUTIES:  Copying, typing, correcting tests/worksheets, filing, open student files weekly, compiling packets and other duties as assigned.

QUALIFICATIONS:  Basic typing and computer skills.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
[ ] Yes  [x] 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  ___Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor:  Amber Humphrey, Minnesota West
Location:  Worthington campus
Phone:  507-372-3486
Email Address:  amber.humphrey@mnwest.edu

Canby Campus  
1011 First Street West  
Canby, MN 56220

Granite Falls Campus  
1593 11th Avenue  
Granite Falls, MN 56241

Jackson Campus  
PO Box 269  
Jackson, MN 56143

Pipestone Campus  
1314 North Hiawatha  
Pipestone, MN 56164

Worthington Campus  
1450 Collegeway  
Worthington, MN 56178

Luverne Site  
311 N. Spring Street  
Luverne, MN 56156