STUDENT JOB DESCRIPTION

JOB TITLE: Nursing Office Assistant

WORK AREA: Nursing Department

HOURS: 10-20 per week

TYPICAL WORK HOURS
(Check all that apply)

☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Office duties (copying, typing, filing), laboratory maintenance (cleaning, laundry).

QUALIFICATIONS: Basic office and cleaning skills.

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  0 Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Dawn Gordon, Minnesota West

Location: Worthington campus

Phone: 507-372-3443

Email Address: dawn.gordon@mnwest.edu