STUDENT JOB DESCRIPTION

JOB TITLE: Administration Assistant

WORK AREA: Records Dept

HOURS: 3-5 per week

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

JOB RESPONSIBILITIES/DUTIES: Process transcript requests using State of Minnesota Student Records System, as well as, Microsoft Word and Excel programs. Assist with Graduation processing. Communicate and assist students as needed, along with other duties as assigned.

QUALIFICATIONS: Computer knowledge of Microsoft Word and Excel programs. Must be able to communicate with the public and confidentiality is required.

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:

☐ 1 Academic Year ☐ 1 Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Barb Staples, Minnesota West
Location: Worthington campus
Phone: 507-372-3470
Email Address: barb.staples@mnwest.edu