



STUDENT JOB DESCRIPTION

JOB TITLE: Project Assistant

WORK AREA: Southwest Crisis Center Worthington Office

HOURS: 10-15/per week

TYPICAL WORK HOURS

(Check all that apply)

Daytime Evening Weekends

8 am – 4:30 pm

JOB RESPONSIBILITIES/DUTIES:

1. Assist SWCC staff with special projects for awareness and education events.
2. Answer and direct phone calls.
3. Create flyers.
4. Assist clients/advocates by providing childcare.
5. Organize supplies, donations, and files as requested.
6. Provide assistance to advocates working with clients.

QUALIFICATIONS:

Successful completion of a criminal background check; desire to be part of an energized and engaged non-profit; desire to learn; desire to help others.

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.

We have a company car.

ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.

WAGE RATE: \$13.00 per hour

NUMBER OF STUDENTS NEEDED: 2-3

Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Rebekah Skogen, Minnesota West

Location: Worthington, MN

Phone: 507-223-1330

Email Address: Rebekah.skogen@mnwest.edu

Off Campus Positions:

Department:

SW Crisis Center

Mailing Address:

320 S. Lake Street, P.O. Box 111
Worthington, MN 56187

Start Date:

as soon as possible