STUDENT JOB DESCRIPTION

JOB TITLE:  Project Assistant

WORK AREA:  Southwest Crisis Center Worthington Office

HOURS:  10-15/week

TYPICAL WORK HOURS  
☐ 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  Start Date:  as soon as possible
Mailing Address:  Worthington, MN 56187