Minnesota West
COMMUNITY & TECHNICAL COLLEGE

STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

WORK AREA: IT Department

HOURS: 10-15 per week

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

JOB RESPONSIBILITIES/DUTIES: Monitor computer lab, assist students, keep computer lab clean.

QUALIFICATIONS: Good communication skills, typing and basic computer skills.

Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?
☐ Yes   [v] 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: $15.00 per hour

NUMBER OF STUDENTS NEEDED:

_1_ Academic Year   ____Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Brad Christensen, Minnesota West

Location: Granite Falls campus

Phone: 320-564-5031

Email Address: brad.christensen@mnwest.edu