



STUDENT JOB DESCRIPTION

JOB TITLE: Enrollment Specialist Assistant (Campus Recruiting)

WORK AREA: Off campus, attend college fairs or high schools/organizational visits with supervisor

HOURS: 10-20 per week

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

JOB RESPONSIBILITIES/DUTIES: Must be passionate about Minnesota West and your experience as a student so as to aid Enrollment Specialist while visiting with potential students. Must be willing to attend high school visits & college fair circuit as deemed appropriate to position and recruitment efforts.

QUALIFICATIONS: Knowledgeable about various programs offered at any Minnesota West Campus and possess the ability to speak with genuine enthusiasm about your personal experience with Minnesota West Community & Technical College and how it has and will positively impact your life.

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: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

2-4 Academic Year ___ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Nicole Zempel, Minnesota West

Location: Granite Falls campus

Phone: 320-564-5016

Email Address: Nicole.zempel@mnwest.edu

Canby Campus
1011 First Street West
Canby, MN 56220

Granite Falls Campus
1593 11th Avenue
Granite Falls, MN 56241

Jackson Campus
PO Box 269
Jackson, MN 56143

Pipestone Campus
1314 North Hiawatha
Pipestone, MN 56164

Worthington Campus
1450 Collegeway
Worthington, MN 56178

Luverne Site
311 N. Spring Street
Luverne, MN 56156