



STUDENT JOB DESCRIPTION

JOB TITLE: System Office IT Administrative Assistant

WORK AREA: Minnesota State Offices

HOURS: 10-20 per week

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

JOB RESPONSIBILITIES/DUTIES: The Minnesota State Colleges and Universities IT division located at the Granite Falls Campus of Minnesota West is seeking a work study student to assist our IT division with a variety of office tasks. The ideal candidate for this position will be able to commit between 10 and 20 hours per week to be trained in using a variety of office applications with the initial goal of aiding in a migration of end user documentation to a new SharePoint platform. The nature of the initial work effort will be to review each document to ensure that hyperlinks and images are not broken, to identify and document instances that need to be fixed, and to modify the documents to fix the broken hyperlinks and images under the direction of the document owners. Responsibilities of this position include, but are not limited to the following:

- Fixing broken links and formatting issues in documentation in SharePoint
- Assisting with electronic file migration to Share Point.
- Cataloging information
- Other administrative tasks

In addition to the administrative tasks outlined above, this position will expose the candidate to some aspects of software development and may allow for some engagement in the testing, troubleshooting and usability aspects of software development.

- **QUALIFICATIONS:** Working knowledge of Microsoft Office products such as Word and Excel, sufficient to create and update documents and spreadsheets.
- Basic computer user skills sufficient to turn on and use computer programs in which you will be trained.
- Strong written and verbal skills sufficient to communicate findings, problems or challenges encountered in your work.
- Time management and prioritization skills sufficient to manage your work load to estimate completion dates.
- Organizational skills sufficient to structure your work schedule and work assignments.
- Ability to learn how to use tools such as SharePoint, WebEx, Skype for Business and others as needed.
- Time to commit to your work responsibilities outside of your class schedule between the hours of 8:00 am and 3:00 pm
- Willingness to take work direction and then work independently.

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:

 1 Academic Year

 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, Minnesota West & Michelle Pichaske, MN State Help Desk

Location: Granite Falls campus

Phone: 507-825-6854

Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:

Department: Minnesota State Colleges and Universities, IT Division

Mailing Address: 1593 11th Avenue, Granite Falls, MN 56241

Supervisor: Michelle Pichaske

Location: Granite Falls Campus, room 108E

Phone: 320.313.4103

Email Address: Michelle.Pichaske@so.mnscu.edu

Start Date: ASAP

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