



### STUDENT JOB DESCRIPTION

**JOB TITLE:** Computer Careers Office Assistant

**WORK AREA:** Computer Careers Department

**HOURS:** 5-15 per week

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

**JOB RESPONSIBILITIES/DUTIES:** Copying class assignments, typing letters, filing, researching technology grants for program enhancements, help maintain organization and setup of PC Maintenance Lab and Networking Lab, other duties as assigned.

**QUALIFICATIONS:** Administrative Assistant major preferred.

**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:** \$11.00 per hour

**NUMBER OF STUDENTS NEEDED:**

  1   Academic Year             Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Terri Pelzel, Minnesota West

**Location:** Jackson campus

**Phone:** 507-847-7931

**Email Address:** terri.pelzel@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> 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