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: $13.00 per hour

NUMBER OF STUDENTS NEEDED:

  _2_ Academic Year   ____Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:
Supervisor: Jason Runia, Minnesota West
Location: Jackson campus
Phone: 507-847-7969
Email Address: Jason.runia@mnwest.edu