



STUDENT JOB DESCRIPTION

JOB TITLE: Jackson Campus Student Ambassador

WORK AREA: Student Services

HOURS: 10 hours per week

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

JOB RESPONSIBILITIES/DUTIES: Serve as host or hostess of the college. Give tours to prospective students. Make calls to student that have indicated interest in the college. Meet and greet dignitaries who come to the campus. Accompany Faculty or Staff to area High Schools for retention events. You will do many exciting things which help you build your communication and leadership skills. Most importantly, as a College Ambassador you will serve as a representative and leader at the college by participating and assisting in events and activities. Help students and staff at the front desk as needed.

QUALIFICATIONS: Must enjoy working with people students and the general public.) Must be dependable and punctual. Have the ability to travel to local schools to meet with prospect students. Promote Minnesota West Community & Technical College. Must maintain confidentiality.

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: \$13.00 per hour

NUMBER OF STUDENTS NEEDED:

 2 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Jamie Doescher, Minnesota West

Location: Jackson Campus

Phone: 507-847-7921

Email Address: jamie.doescher@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