



**STUDENT JOB DESCRIPTION**

**JOB TITLE:** Allied Health Office Assistant

**WORK AREA:** Allied Health Office

**HOURS:** 15-20 per week

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

**JOB RESPONSIBILITIES/DUTIES:** Assist all Allied Health programs with the assigned duties. General office duties which include copying, filing, entering data, word processing and other duties as assigned.

**QUALIFICATIONS:** Knowledge of Word and Excel. Individual must be organized, dependable and have good communication skills. Must maintain professional behavior.

**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:** Amy McCuen, Minnesota West

**Location:** Luverne

**Phone:** 507-449-2774

**Email Address:** amy.mccuen@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