



STUDENT JOB DESCRIPTION

JOB TITLE: Computer Lab Assistant

WORK AREA: IT Department

HOURS: 10-15 per week

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

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 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:

 1 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Jim John, Minnesota West

Location: Pipestone campus

Phone: 507-825-6826

Email Address: jim.john@mnwest.edu