



### STUDENT JOB DESCRIPTION

**JOB TITLE:** Student Services Office Assistant / College Store Assistant

**WORK AREA:** Resource Specialist Office / College Store / Front Desk

**HOURS:** 10-20 per week

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

**JOB RESPONSIBILITIES/DUTIES:** General office work, assist students and the public. Sending and receiving mail, helping other departments as needed. Cash register operations. Give tours to prospective students and other visitors as needed.

**QUALIFICATIONS:** Knowledge of office duties, people-oriented person with good telephone skills. Must be dependable and on time. Basic computer and cash transaction skills. 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:** Pam Davids, Minnesota West

**Location:** Pipestone campus

**Phone:** 507-825-6796

**Email Address:** pam.davids@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