



STUDENT JOB DESCRIPTION

JOB TITLE: Athletic Office Assistant

WORK AREA: Athletic Department

HOURS: 10 per week

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

JOB RESPONSIBILITIES/DUTIES: Assist the coach with data entry on the computer; create signs on the computer up by the coach, type letters to coaches and student athletes, other duties as assigned.

QUALIFICATIONS: Knowledgeable about computers.

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: \$15.00 per hour

NUMBER OF STUDENTS NEEDED:

 1 Academic Year Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Connor Kunkel, Minnesota West

Location: Worthington campus

Phone: 507-372-3429

Email Address: connor.kunkel@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