



STUDENT JOB DESCRIPTION

JOB TITLE: Office Assistant

WORK AREA: Worthington Head Start Office

HOURS: up to 10-20 hours per week

TYPICAL WORK HOURS
(Check all that apply)

Daytime
 Evening
 Weekends

JOB RESPONSIBILITIES/DUTIES: General office duties, answering the phone, filing, data entry, copying, translating or interpreting if bilingual, occasionally substitute with bus routes or classroom duties if necessary. Assist in the library with book processing or shelving of materials, laminating, inventory of items, etc.

QUALIFICATIONS: Ability to read and follow directions, word processing

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:

 1-2 Academic Year
 1-2 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, MN West; Lori Gunnink

Location: MN West CTC, Canby

Phone: 507-825-6854

Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:

Department: Southwestern MN Opportunity Council Head Start

Mailing Address: PO Box 787 Worthington, MN 56187

Start Date: as available