



**STUDENT JOB DESCRIPTION**

**JOB TITLE:** Work Study Intern

**WORK AREA:** Immigration Law

**HOURS:** 10 hours per week

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

**JOB RESPONSIBILITIES/DUTIES:**

Job Description (List duties & qualifications; be specific as possible):

- Strong attention to detail and ability to maintain strict confidentiality
- Assist with operations of ILCM's nonprofit legal office in Worthington
- Conduct screening for intake and eligibility.
- Prepare case summaries.
- Schedule consultations.
- Make copies scan documents, write and send letters.

**QUALIFICATIONS:**

- Near Native proficiency in a second language common among immigrants or refugees in the area, especially Karen, Lao, Hmong, Burmese, Karenni, Tigrinya, Amharic, or Anyuak

**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:** Marlen Cervantes, Minnesota West

**Location:** Worthington, MN

**Phone:** 507-825-6854

**Email Address:** Marlen.Cervantes@mnwest.edu

**Off Campus Positions:**

Department:

Immigrant Law Center of MN

Mailing Address:

1206 Oxford Street

Worthington, MN 56187

Start Date:

at time of hire