



STUDENT JOB DESCRIPTION

JOB TITLE: Administration Assistant

WORK AREA: Records Dept

HOURS: 3-5 per week

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

JOB RESPONSIBILITIES/DUTIES: Process transcript requests using State of Minnesota Student Records System, as well as, Microsoft Word and Excel programs. Assist with Graduation processing. Communicate and assist students as needed, along with other duties as assigned.

QUALIFICATIONS: Computer knowledge of Microsoft Word and Excel programs. Must be able to communicate with the public and confidentiality is required.

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 1 Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Barb Staples, Minnesota West

Location: Worthington campus

Phone: 507-372-3470

Email Address: barb.staples@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