



STUDENT JOB DESCRIPTION

JOB TITLE: Student Services/Business Office Assistant

WORK AREA: Student Services

HOURS: 10 – 20 per week

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

JOB RESPONSIBILITIES/DUTIES: Guide prospective students and other visitors on campus tours as needed. Assist students with online application paperwork. Responsible for metering outgoing mail and packages, sorting incoming mail in Staff and Faculty mailboxes. Responsible to take mail to the post office and to deposits to Wells Fargo Bank daily. Prepare Student ID cards for all new students. Assist with data entry, scheduling appointments, other clerical related duties as assigned.

QUALIFICATIONS: Must possess good communication skills, relate well to students and general public, patience, considerate and professional, reliable, trustworthy, and computer knowledge is necessary.

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:

2 Academic Year 1 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Faith Drent, Minnesota West

Location: Student Services Worthington

Phone: 507-372-3450

Email Address: faith.drent@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