



# Pine Technical & Community College

## Student Employment Position Description

**Rate of Pay:** \$10.00/hour

**Location :** Human Resources

**Supervisor:** Brenda Skluzacek

**Hours:** Up to ten (10) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** Assist Human Resources staff with general office duties such as filing, making copies, shredding, and scanning.

**Required Skills / Job Qualifications:** Maintain a high level of confidentiality with documents and as well as accuracy of filing, copying, shredding, and scanning documents. General office duties

### Learning Objectives:

- Customer Service: Learning to provide excellent customer service and exceed customer satisfaction.
- Work Ethics and Data Confidentiality: Making sure work is done timely and accurately while maintaining the utmost confidentiality with employee records. Learn to follow policy and procedure.
- Professionalism and Leadership Development: Learn best practices for problem solving, conflict resolution, and leadership. Strong leaders acknowledge mistakes and learn from them.

If you are interested in this position, please email the following items to Brenda Skluzacek at skluzacekb@pine.edu, with “Student Employment” in the subject line.

- Hours you are available to work
- Contact information and best way to reach you
- Previous work experience

\*Most positions are August—May, with the possibility to work over Summer break.

\*\*Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.



800.521.7463/  
320.629.5100



[www.pine.edu](http://www.pine.edu)



900 Fourth Street SE  
Pine City, MN 55063



A MEMBER OF THE  
MINNESOTA STATE COLLEGES  
AND UNIVERSITIES SYSTEM