



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.00/hour

Location : Learning Resource and Technology Center (LRTC)

Supervisor: Janis Wegner

Hours: Up to ten (10) hours per week, evenings and Saturdays required

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Answering student questions on a variety of topics, monitoring LRTC activity, answer the phone, etc.

Required Skills / Job Qualifications: Basic computer and customer service skills

Learning Objectives:

- Exhibit an understanding of ensuring a safe work environment
- Demonstrate responsibility through attendance, punctuality and reliability
- Demonstrate time management by being organized and prioritizing tasks

If you are interested in this position, please email the following items to Janis Wegner at wegnerj@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



900 Fourth Street SE
Pine City, MN 55063



A MEMBER OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM