



# Pine Technical & Community College

## Student Employment Position Description

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

**Location :** Student Affairs: Recruitment and Admissions

**Supervisor:** Jen Rancour

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

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

**Duties and Responsibilities:** Assist with day to day functions such as: filing, making copies, creating informational packets for mailings, tracking promotional material inventory and other office duties as assigned. Includes updating promotional materials and assisting with social media updates. May also assist with research and presentation design, tours and planning on-campus events.

**Required Skills / Job Qualifications:** Proficient in MS Office Suite, excellent organizational and communication skills, attention to detail, with an ability to multi-task. Ability to work with diverse populations, work with a team as well as independently.

### Learning Objectives:

- Student employee will have the opportunity to learn excellent customer service skills.
- Student employee will have the opportunity to learn project management skills.
- Student employee will have the opportunity to learn variety of business-professional skills.

If you are interested in this position, please email the following items to Jen Rancour at [jen.rancour@pine.edu](mailto:jen.rancour@pine.edu), with “Student Employment” in the subject line.

- List of relevant work experience
- Explanation of why you would like to work in Student Affairs
- Days and times you are available to work
- Contact information and the best way to reach you

\*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