



# Pine Technical & Community College

## Student Employment Position Description

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

**Location :** Student Affairs

**Supervisor:** Sarah Glocke

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

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

**Duties and Responsibilities:** Answering phones, filing, mailings, faxing, making copies, assisting students and Student Affairs Office walk-ins with questions, miscellaneous office duties as assigned. Make appointments for Student Affairs staff.

**Required Skills / Job Qualifications:** Excellent communication skills on and off the phone, ability to work with a diverse population, business-professional mindset, knowledge of Microsoft Office suite, ability to follow directions and work with a team as well as independently.

### Learning Objectives:

- Student employee will learn to provide excellent customer service.
- Student employee will learn to manage time while working on multiple projects.
- Student employee will learn how to use a variety of office equipment.

If you are interested in this position, please email the following items to Sarah Glocke at [GlockeS@pine.edu](mailto:GlockeS@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)



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