



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.00/hour

Location : Student-Parent Support Program, Student Affairs

Supervisor: Laureen Williams

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities:

- Assist Student-Parent Support Coordinator in facilitating various activities such as Parents' Café Lunches, Family Fun Nights, Money Matters Expo and other campus events.
- Mentor other parenting students attending college making referrals to the Coordinator as necessary.
- Assist with Laptop Loan program tracking and checkout process. Re-image laptops between users as laptops are returned.
- Assist with children's book inventory and stocking basket locations throughout campus regularly.
- Help maintain clean and hospitable areas in the Family Study Area and the Wellness Room.
- Create draft newsletter each semester listing resources in the community and on campus and providing information about the program and activities.

Required Skills / Job Qualifications: This position will be a positive reflection on the college. Knowledge of Microsoft Office and computer skills are necessary.

Learning Objectives:

- Critical Thinking - strong interpersonal skills with excellent oral and written communication skills, ability to work with a team as well as independently, a willingness to seek and participate with a variety of campus projects that is self-directed.
- Data Confidentiality - be aware of data privacy policies and procedures.
- Professionalism - Reliable and punctual-must possess a professional mindset, attention to detail, organizational skills, willing to do a variety of duties with flexibility

If you are interested in this position, please email the following items to *Laureen Williams*, at *WilliamsL@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.



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