



# Pine Technical & Community College

## Student Employment Position Description

**Rate of Pay:** \$12.00/hour

**Location :** Facilities/Maintenance Department

**Supervisor:** Denise Nelsen

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

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

**Duties and Responsibilities:** Cleaning, mopping, dusting, sweeping, vacuuming of classrooms, offices, student lounge and hallways. Seasonal outdoor duties as per directed (sweeping/shoveling sidewalks and ramps, etc).

**Required Skills / Job Qualifications:** Ability to follow directions and work independently, reliable, ability to complete tasks in a timely manner.

### Learning Objectives:

- Responsibility
- Be able to identify safety issues and take proper action steps.
- Being reliable
- Work ethics

If you are interested in this position, please email the following items to *Denise Nelsen*, at [denise.nelsen@pine.edu](mailto:denise.nelsen@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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