



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$12.00/hour

Location : Academic Affairs Office

Supervisor: Robin Johnson

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Provide general clerical / Receptionist duties such as: greet and assist students and guests, answer phones, assemble materials, keep office materials stocked, filing, shredding, mailings, scanning, document creation, printing, research, prepare for and/or assist at special events and light cleaning/organizing

Required Skills / Job Qualifications: Must have strong communication skills and a positive image, computer skills, willingness to learn new things, awareness of confidentiality policies, and ability to follow instructions.

Learning Objectives:

- Professionalism and Leadership Development—learn best practices about problem solving, conflict resolution and leadership. Strong leaders acknowledge mistakes and learn from them.
- Customer Service—learning to provide excellent customer service and exceed customer expectations.
- Work Ethics and Data Confidentiality—Making sure work is done timely and accurately while being sure to maintain confidentiality with student records. Learn to follow policy and procedure.

If you are interested in this position, please email the following items to Robin Johnson, at johnsonr@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/
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