



Pine Technical &  
Community College

## Student Employment Position Description

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

**Location :** Gunsmithing Office

**Supervisor:** Dave Defenbaugh

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

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

**Duties and Responsibilities:** Data input, copying and mild cleaning duties

**Required Skills / Job Qualifications:** Keyboarding, light lifting and reliability

**Learning Objectives:**

- Interaction with public
- Confidentiality
- Accuracy with data

If you are interested in this position, please email the following items to Dave Defenbaugh at [defenbaughd@pine.edu](mailto:defenbaughd@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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