



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location: Learning Resource and Technology Center (LRTC)

Supervisor: Erin White

Hours: Up to ten (10) hours per week, Monday- Thursday evenings (4:00pm-9:30pm)

Eligibility: Must be Federal or State work study eligible and available hours listed above

Duties and Responsibilities: Monitoring LRTC evening activity. To include; answer the phone, answer general campus questions, ability to answer basic student questions related to PTCC e-services and student processes. Other office duties as assigned on an as needed basis.

Required Skills / Job Qualifications: Reliable and punctual. Basic computer skills. Ability to communicate with a variety of customers; to include students, staff, faculty and the public. Overall knowledge of Pine Technical and Community College and PTCC website. Organizing, planning, and prioritizing work. Ability to making decisions or solve problems on own. Performing day-to-day administrative tasks as needed.

Learning Objectives:

- Customer Service- Students will learn to provide excellent customer service to a variety of stakeholders.
- Leadership-Students will learn best practices in problem solving and being a leader to peers at PTCC.
- Work ethic and data confidentiality- Students will learn the importance of being reliable and confidential as an employee that plays a vital role on campus.

If you are interested in this position, please email Erin White erin.white@pine.edu, with “LRTC Student Employment” in the subject line. Include the following information

- Hours and days you are available to work
- Copy of your current semester schedule
- Contact information and best way to reach you
- Previous work experience or resume

*Positions are August—December and January-May, with the possibility to work over semester breaks.

**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.