



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$13.00/hour

Location : Student Affairs

Supervisor: Gina Zorotovich

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Answering phones, filing, mailings, faxing, making copies, assisting new and prospective students with questions, and miscellaneous office duties as assigned. This position will also schedule student appointments for Student Affairs and Student Success staff members.

Required Skills / Job Qualifications: Excellent communication skills on and off the phone, ability to work with a diverse population, business-professional mindset, knowledge of Microsoft Office suite, ability to follow directions and work with a team as well as independently.

Learning Objectives:

- Student employee will learn to provide excellent customer service.
- Student employee will learn to manage time while working on multiple projects.
- Student employee will learn how to use a variety of office equipment.

If you are interested in this position, please email the following items to Gina Zorotovich at gina.zorotovich, 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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