



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location: Child Care Aware

Supervisor: Wendy Walburg

Hours: Up to ten (10) hours per week during school year, possible increase during breaks

Eligibility: Must be Federal or State Work Study eligible

Duties and Responsibilities: Assist Child Care Aware staff with general office duties such as filing, mailings, copying, answering phones, making calls, data entry, assembling packets, and other miscellaneous office duties as assigned.

Required Skills/Job Qualifications: Ability to enter data into spreadsheets and web-based programs; create and send letters, file documents and invoices; use copier, shredder, and fax machine; good communication skills, answer incoming phone lines; team player.

Learning Objectives:

- Customer Service – ability to provide excellent service clients and partners; courtesy
- Work ethic – value timely work completion with data accuracy; good attendance and work habits
- Data Confidentiality – maintain confidentiality with private and protected data
- Policy and Procedure – learn and follow appropriate plans and processes
- Professionalism – produce efficient, honest, high quality work; confidence and assurance
- Leadership Development – effectively use strengths and talents; motivate and inspire others

If you are interested in this position, Please email the following items to Wendy Walburg, at walburgw@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



900 Fourth Street SE
Pine City, MN 55063



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