



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.00/hour

Location : Employment & Training Center

Supervisor: Jill Kaminski

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Provide general reception duties, answer phones and greet/assist Employment & Training participants. Filing, mailing, faxing, copying and other miscellaneous office duties as assigned.

Required Skills / Job Qualifications: Excellent attendance, reliability is essential, high level quality and effective communication skills, 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:

- Work Ethic—display strong work ethic and professionalism by managing time, stress and work load—making sure work is done accurately and timely; seeking out assistance when appropriate; following policy and procedure while exhibiting a positive attitude.
- Customer Service—learning to provide excellent customer service and exceed customer expectations.
- Leadership Development—learn best practices about problem solving, conflict resolution and leadership. Strong leaders acknowledge mistakes and learn from them.

If you are interested in this position, please email the following items to *Jill Kaminski*, at *kaminskij@pine.edu* with “Student Employment” in the subject line.

- Program you are enrolled in with PTCC and what year
- Hours you are available to work
- Contact information and best way to reach you
- Resume/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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