



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location : Suite 80

Supervisor: Rita Watson

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist instructors with general office duties such as sorting, making copies, and faxing.

Required Skills / Job Qualifications: Process student assignments, enter data in D2L, collate handouts, copying, shredding, general office duties.

Learning Objectives:

- Professionalism—display professionalism by managing time, stress, and work load; seeking out assistance appropriately; following policy and procedure; and exhibiting a positive attitude.
- Customer Service—provide excellent customer service and exceed customer expectations.
- Data Confidentiality—maintain confidentiality with student assignments, grades, and records.

If you are interested in this position, please email the following items to Rita Watson, at WatsonR@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



A MEMBER OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM