



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location : Student Affairs

Supervisor: Sarah Glocke

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: This position will assist Student Affairs staff in scanning documents into an electronic format and linking documents to the correct record. This position may also assist with general clerical duties and customer service support.

Required Skills / Job Qualifications: Strong attention to detail, organizational skills, ability to maintain confidentiality, ability to follow instructions and work independently, ability to learn new skills.

Learning Objectives:

- Work ethic and data confidentiality— Student will make sure work is done accurately while being able to maintain confidentiality.
- Customer service— Student will learn to provide excellent customer service to students, staff, and faculty.
- Clerical skills — Student will learn how to use a variety of office equipment and computer software.

If you are interested in this position, please email the following items to Sarah Glocke at GlockeS@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.