



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$10.50/hour

Location : Gunsmithing Office

Supervisor: Dave Defenbaugh

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Data input, copying and mild cleaning duties

Required Skills / Job Qualifications: Keyboarding, light lifting and reliability

Learning Objectives:

- Interaction with public
- Confidentiality
- Accuracy with data

If you are interested in this position, please email the following items to Dave Defenbaugh at defenbaughd@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/
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www.pine.edu



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