



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: Answering phones, filing, mailings, faxing, making copies, assisting students and Student Affairs Office walk-ins with questions, miscellaneous office duties as assigned. Make appointments for Student Affairs staff.

Required Skills / Job Qualifications: Excellent communication skills on and off the phone, 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:

- Student employee will learn to provide excellent customer service.
- Student employee will learn to manage time while working on multiple projects.
- Student employee will learn how to use a variety of office equipment.

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.