



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$12.00/hour

Location : Continuing Education/Customized Training, Pine Innovation Center

Supervisor: Di Anna Abrahamsen

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Accurately maintain automated and manual file systems, file paperwork on a regular basis, assist with dissemination of brochures, newsletters and flyers, provide reception services to callers and visitors, maintain confidentiality of private information according to laws, rules and policies, other duties as assigned.

Required Skills / Job Qualifications: High quality and effective communication and telephone skills, knowledge of Microsoft Office software.

Learning Objectives:

- Customer Service—learning to provide excellent customer service and exceed customer expectations.
- Data Confidentiality—maintain confidentiality with client records.
- Professionalism and Work Ethics—display professionalism by managing time, stress, and work load-making sure work is done accurately and timely; seeking out assistance appropriately; following policy and procedure; and exhibiting a positive attitude.

If you are interested in this position, please email the following items to *Di Anna Abrahamsen*, at dianna.abrahamsen@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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