



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$12.00/hour

Location : Gunsmithing Office

Supervisor: Christopher Keeler and Kevin Muramatsu

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Data input, scanning/copying, and tool crib assistance duties

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

Learning Objectives:

- Interaction with public
- Customer service
- Confidentiality
- Accuracy with data

If you are interested in this position, please email the following items to Christopher Keeler at christopher.keeler@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