



Pine Technical &
Community College

Student Employment Position Description: Intro to Computers/MS Basics

Title: Introduction to Computers/Microsoft Basics

Rate of Pay: \$12.00/hour

Location: Academic Skills Center

Supervisor: Brigett Hippen

Hours: Up to ten (10) hours per week

Eligibility: Department Funded, can be work study eligible, but not required

Duties and Responsibilities: Assist students in Microsoft Office applications. Provide study tips and resources. Be available during scheduled times.

Required Skills / Job Qualifications: Successful completion of course or faculty recommendation is required. Excellent customer service and communication skills, and ability to work with a diverse student population.

Learning Objectives:

- Student Engagement - Actively engage with students with the goal of improving Microsoft Office skills.
- Customer Service - Provide excellent customer service.
- Maintain data confidentiality of all students using tutoring services.
- Professionalism - Display professionalism by managing time, and work load. Setting an example to students by being up to date on your own classwork.

If you are interested in this position, please email the following items to brigett.hippen@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 along with transcript

*Most positions are August—May, with the possibility to work over Summer break, except tutoring—All tutoring positions begin a week after class starts and end during finals. No tutoring scheduled on academic breaks.

**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.