



Pine Technical &  
Community College

## Student Employment Position Description: LRTC Assistant

**Title:** Learning Resource and Technology Center (LRTC) Assistant

**Rate of Pay:** \$12.00/hour

**Location:** Learning Resource and Technology Center (LRTC)

**Supervisor:** Brigett Hippen

**Hours:** Up to ten (10) hours per week, Monday- Thursday evenings (4:00pm-9:30pm)

**Eligibility:** Must be federal or state work study eligible and available hours listed above

**Duties and Responsibilities:** LRTC evening activity responsibilities. To include; answering the phone, general campus questions, and basic student questions related to Pine Technical and Community College. Other office duties as assigned on an as needed basis.

**Required Skills / Job Qualifications:** Reliable and punctual. Basic computer skills. Ability to communicate with a variety of customers; to include students, staff, faculty, and the public. Overall knowledge of PTCC and website. Organizing, planning, and prioritizing work. Ability to make decisions, solve problems, and perform day-to-day administrative tasks as needed.

### Learning Objectives:

- Customer Service - Students will learn to provide excellent customer service to a variety of stakeholders.
- Leadership - Students will learn best practices in problem solving and being a leader to peers at PTCC.
- Work ethic and data confidentiality - Students will learn the importance of being reliable and confidential as an employee that plays a vital role on campus.

If you are interested in this position, please email [brigett.hippen@pine.edu](mailto:brigett.hippen@pine.edu) with “LRTC Student Employment” in the subject line. Include the following information:

- Hours and days you are available to work
- Copy of your current semester schedule
- Contact information and best way to reach you
- Previous work experience or resume

\*Positions are August—December and January-May, with the possibility to work over semester breaks.

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