



Pine Technical & Community College

Student Employment Position Description

Rate of Pay: \$12.00/hour

Location : Nursing Department

Supervisor: Connie Frisch

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist the nursing program assistant, dean of nursing and nursing faculty with clerical support through copying, typing (including computer word and excel), filing, collating, recycling, and shredding as needed. Maintain confidentiality of all student files, paperwork and program materials including handouts, schedules, outlines, quizzes and tests/examinations; and other duties as assigned.

Required Skills / Job Qualifications: confidentiality, able to follow instructions and prioritize, excellent organizational skills, teamwork and ability to work independently, copying, typing (word and excel), record keeping, filing, and excellent communication skills.

Learning Objectives:

- Function effectively within inter-professional team through open communication, and respect.
- Maintain confidentiality within office environment and student files, following all PTCC and nursing lab policies and procedures.
- Demonstrate self-development through improved ability to prioritize and problem-solve.

If you are interested in this position, please email the following items to Connie Frisch, at connie.frisch@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.



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