



# Pine Technical & Community College

## Student Employment Position Description: Student Success Office Support

**Rate of Pay:** \$14.00/hour

**Location :** Student Success

**Supervisor:** Santhi Sheehan-Lusk

**Hours:** Up to ten (10) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** This position will assist the Student Success team in the implementation of student engagement and student life events. Responsibilities include Student Success event coordination, marketing, and promotion. Other duties include providing general administrative help such as scanning and filing files.

**Required Skills / Job Qualifications:** Excellent communication skills on and off the phone, ability to work with a diverse population, business-professional mindset, knowledge of Microsoft Office suite, ability to follow directions and work with a team as well as independently.

### Learning Objectives:

- Professionalism and Leadership Development - Learn best practices about problem solving, conflict resolution and leadership. Strong leaders acknowledge mistakes and learn from them.
- Customer Service - Learning to provide excellent customer service and exceed customer expectations.
- Work Ethics and Data Confidentiality - Make sure work is done timely and accurately while being sure to maintain confidentiality with student records. Learn to follow policy and procedure.

If you are interested in this position, please email the following items to Santhi Sheehan-Lusk at [santhi.sheehan@pine.edu](mailto:santhi.sheehan@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](http://www.pine.edu)



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