



Pine Technical & Community College

Student Employment Position Descriptions: Admissions & Recruitment

Rate of Pay: \$14.00/hour

Location : Student Affairs / Rec Center

Supervisor: Stacy O'Rourke

Hours: Up to 16 hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Answering main line phone, assisting new, prospective and current students with questions and troubleshooting wifi, email, D2L and printer. Other office duties as assigned on an as needed basis. Light cleaning, mopping, dusting, sweeping, vacuuming and spraying down equipment at The REC. Leading individual and group tours, sharing personal college experiences and answering questions about PTCC and the college life environment. This position will represent PTCC in a professional and ethical manner at all on and off campus events.

Required Skills / Job Qualifications: Reliability and punctuality, basic computer and phone proficiency, effective communication with diverse customers, multitasking, attention to detail, and prioritization, decision-making and problem-solving abilities. Awareness of surroundings, proficiency in day-to-day administrative tasks. Ability to work both independently and on a team.

Learning Objectives:

- Student employee will learn to provide excellent customer service skills including public speaking
- Student employee will learn to manage time while working on multiple projects.
- Student employee will learn how to identify safety issues and take proper action.

If you are interested in this position, please email the following items to Stacy O'Rourke at stacy.orourke@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.



800.521.7463/
320.629.5100



www.pine.edu



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