



Pine Technical &
Community College

Student Employment Position Description: Veterans Center Assistant

Rate of Pay: \$14.00/hour

Location : PTCC Veterans Center Assistant

Supervisor: Chris Morgan

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Assist veterans in the vet center with questions and give tours. Refer veterans to County and State representatives when needed. Maintain a current list of contacts for VSO representatives and local VFW and Legion chapters..

Required Skills / Job Qualifications: Intermediate computer skills, ability to research and put together a current rep listing for VSO and clubs.

Learning Objectives:

- Demonstrate a willingness to learn
- Exhibit an understanding of ensuring a safe work environment
- Demonstrate responsibility through attendance, punctuality and reliability
- Demonstrate time management by being organized and prioritizing tasks

If you are interested in this position, please email the following items to Chris Morgan at morganc@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



900 Fourth Street SE
Pine City, MN 55063



A MEMBER OF THE
MINNESOTA STATE COLLEGES
AND UNIVERSITIES SYSTEM