

STUDENT JOB DESCRIPTION

JOB TITLE: Business & Workforce Education Student Assistant

WORK AREA: Center of Business & Workforce Education, Heintz Center, H1305

AREA HOURS: 10 - 20 Hours/Week, Fridays are desired

JOB RESPONSIBILITIES, DUTIES:

The Center for Business and Workforce Education (BWE) provides organizations, businesses, and individuals learning solutions to advance skills, develop careers, and improve quality and productivity. BWE is a relaxed work environment seeking a student worker to assist the department.

Student Assistant duties may include:

- answering phone calls
- greeting and assisting visitors
- preparing department mailings
- digital file management
- general office tasks
- other duties as assigned

PERFORMANCE EXPECTATIONS/CONDUCT:

Student should be reliable, prompt, trustworthy, work well with others, be curious about learning, and have a positive attitude.

We understand we all start somewhere in our work experience and are happy to help a student learn and grow in this position.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?

☐ Yes ☒ No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED: 1

Academic Year 2022-2023

Summer (June-August)

TYPICAL WORK HOURS:

☒ Daytime ☐ Evening ☐ Weekends

PERFORMANCE REVIEW:

Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:

Contact Person: Matt Durand
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