

JOB TITLE: Lab and Office Assistant

WORK AREA: Vet Tech

AREA HOURS: 10 -15 hours

JOB RESPONSIBILITIES, DUTIES:

Filing, inventory, typing, minor animal work, and other duties as assigned by Lead Worker.

PERFORMANCE EXPECTATIONS/CONDUCT:

Be present, on time, willing to work until finished, and have a desire to help and serve both students and animals. Exhibit professional behavior and take pride in your work.

Will this position require any driving of RCTC's 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:

(Assume 10-15 hours per student.)

2 Academic Year

0 Summer (June-August)

TYPICAL WORK HOURS:

(Check all that apply)

☒ 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:
(Please Print)

Contact: Kimberly Rowley
Location: HA 129
Phone: 507.280.5509
Email Address: kimberly.rowley@rctc.edu