

JOB TITLE: Museum Assistant

WORK AREA: Charles Gagnon Museum

AREA HOURS: Flexible – Between 8 a.m. and 5 p.m.

JOB RESPONSIBILITIES, DUTIES:

- Office work
- Computer IT work
- Graphic design

PERFORMANCE EXPECTATIONS/CONDUCT:

- Ability to work as part of a team.
- Have a positive work ethic.
- Computer literacy.

NUMBER OF STUDENT'S NEEDED:

(Assume 10-15 hours per student.)

Academic Year 1

Summer (June-August) 1

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: Arlyn Gagnon

Location: Charles Gagnon Museum and Sculpture Garden
2500 4th Street NW Rochester MN 55902

Phone: 507-282-5202

Email Address: gagnonmuseum@gmail.com