

STUDENT JOB DESCRIPTION

JOB TITLE: Office Worker

WORK AREA: Disability Support Services

AREA HOURS: 7:30-4:30

JOB RESPONSIBILITIES, DUTIES:

Filing, typing letters, computer work, reading tests to students with disabilities and assisting student with disabilities with other educational tasks. Student must be fluent in English and have college level reading and writing skills.

PERFORMANCE EXPECTATIONS/CONDUCT:

Confidentiality and the ability to be flexible. Have college level reading and writing skills.

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:

(Assume 10-15 hours per student.)

2 Academic Year

2 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:

Contact Person: Anna Hanson and Travis Kromminga

Location: SS 175

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