



# Pine Technical & Community College

## Student Employment Position Description

**Rate of Pay:** \$12.50/hour

**Location :** Student Affairs

**Supervisor:** Melissa Newburgh

**Hours/Days:** Up to ten (10) hours per week

**Eligibility:** Must be Federal or State work study eligible

**Duties and Responsibilities:** This position will be responsible supporting all aspects of the Student Affairs Department, including answering phones, filing documentation, mailings, making copies, assisting new and current students, making appointments for Student Affairs staff, and other projects as needed.

**Required Skills / Job Qualifications:** Excellent verbal and written communication skills, ability to work with a diverse population, business-professional mindset, knowledge of Microsoft Office suite, ability to follow directions, and work independently and as a member of a team.

### Learning Objectives:

- Student employee will learn to provide excellent customer service.
- Student employee will learn to manage time while working on multiple projects.
- Student employee will learn how to use a variety of office equipment.

If you are interested in this position, please email the following items to Melissa Newburgh at [melissa.newburgh@pine.edu](mailto:melissa.newburgh@pine.edu), with “Student Employment” in the subject line. Include the following:

- 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.