Student Employment
Position Description

Rate of Pay: $12.50/hour

Location: Gunsmithing Office

Supervisor: Christopher Keeler and Kevin Muramatsu

Hours: Up to ten (10) hours per week

Eligibility: Must be Federal or State work study eligible

Duties and Responsibilities: Data input, scanning/copying, and tool crib assistance duties

Required Skills / Job Qualifications: Keyboarding, light lifting and reliability

Learning Objectives:
- Interaction with public
- Customer service
- Confidentiality
- Accuracy with data

If you are interested in this position, please email the following items to Christopher Keeler at christopher.keeler@pine.edu, with “Student Employment” in the subject line.
- 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.