

JOB TITLE: Career & Technical Education Student Assistant

WORK AREA: Dean of Career & Technical Education Office, Heintz Center, H1008

AREA HOURS: 10 - 20 Hours/Week, Fridays are desired

JOB RESPONSIBILITIES, DUTIES:

RCTC empowers students to thrive in an ever-changing, diverse society by providing access to exceptional education.

Student Assistant duties may include:

- general organization of supplies and surplus
- preparing department mailings
- digital file management
- general office tasks
- other duties as assigned

PERFORMANCE EXPECTATIONS/CONDUCT:

Student should be reliable, prompt, trustworthy, work well with others, be curious about learning, and have a positive attitude.

We understand we all start somewhere in our work experience and are happy to help a student learn and grow in this position.

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: 2

Academic Year 2024-2025

Summer, Fall, Spring Semester

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:

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