



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE  
Detroit Lakes**

**School Year Work Study Position**

**August through May**

1. On-Campus Department: Receptionist/Front Desk
2. Supervisor: CSR representative on campus
3. Phone Number: (218) 846-3670
4. Location: Detroit Lakes
5. Room Number: Main Entrance
6. Number of Hours per Week: Up to 10 hours, based on funds available and student eligibility.

**7. Job Description and Qualifications:**

Greet/Direct/Inform Students, Staff, and the Public as needed. Schedule appointments and answer the phone. Keep the front reception area neat. Typing, Data Entry, Filing, Duplicating, Organizing Orientation Packets and helping with Orientation. Ability to follow directions. Maintain a high level of patience, punctuality, dependability, and professionalism. Attention to detail and keeping information confidential is crucial.

**8. Student Out Come:**

Understand common office functions and work in a professional environment.