



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Wadena**

School Year Work Study Position

August through May

1. On-Campus Department: Reception Desk
2. Supervisor: Pam Canning
3. Phone Number: (218) 631-7821
4. Location: Wadena
5. Room Number: Front 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. Schedule appointments, answer phones, and keep the reception area looking neat. Typing, data entry, filing, duplicating, organizing, preparing orientation packets and assisting with orientation. This position requires the ability to follow directions. The student must maintain a high level of patience, punctuality, dependability, and professionalism. Attention to detail and keeping information confidential is crucial.

8. Student Out Come:

Understand basic office functions in a professional environment.