



**Minnesota State Community and Technical College Moorhead
Student Employee Job Description**

August through May

Wages: Bi-weekly

On-Campus Department: Student Engagement
Supervisor: Teresa Stolfus
Phone Number: 218-299-6529
Email: Teresa.Stolfus@minnesota.edu
Location: Moorhead, D121
Number of Hours per Week: Up to 10 hours

Preferred Hours: Preferred availability would be 10am-1pm Tuesdays, Wednesdays and Thursdays during the school year.

Job Description and Qualifications:

Student Life is looking for a student employee to assist with events programmed and coordinated through the Student Engagement office. Some of the skills the student will develop and/or hone through the experience are: advertising, event promotion, marketing, time management, peer-to-peer communication, and organization. This position will also include other duties as assigned. The student will work with the Director of Student Engagement to determine a feasible work schedule.

Preferred Qualifications:

A student with previous experience designing promotional materials would be preferred. Please submit examples of your work along with your resume.

Student Outcome:



The student/s will learn to advertise, promote, and market events and programs to students. They will also have the opportunity to develop their ability to engage peers in the events, programs, and organizations on the M State Moorhead campus.