



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Wadena**

School Year Work Study Position

August through May

1. On-Campus Department: Student Life
2. Supervisor: Suzie Lundsten
3. Phone Number: 218-631-7827
4. Location: Wadena
5. Room Number: M27
6. Number of Hours per Week: Up to 10 hours, based on funds available and student eligibility.

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

7. Job Description and Qualifications:

Student Life is looking for a student employee to assist with events programmed and coordinated through the Student Life 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 Life to determine a feasible work schedule.

8. Preferred Qualifications:

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

9. Student Out Come:

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 Wadena campus.