



# Work Study Job Description Administration

2101 14<sup>th</sup> St., Cloquet, MN 55720

**Location:** Administration

**Name and Classification of Position:** Administrative Assistant I

**Supervisor:** Mary Soyring

**Rate of Pay and Expected Hours of Work:** \$10.00/hour, up to 10 hours per week\*

**Eligibility:** Must be MN State or Federal Work Study Eligible\*\*

**Purpose and Role of Job within the College:** Support Executive Assistant in Admin and Foundation work

**Duties and Responsibilities:**

- Clerical
- Filing
- Help organize and set up events/meetings etc.

**Qualifications and Required Skills:**

- Basic computer skills
- Filing
- Word documents
- Basic communication skills
- Organization

**Specific Qualifications for Higher Job Classification:**

N/A

**Learning Objectives:** Student will learn how basic office functions flow, professionalism, communication, confidentiality

**After checking with the financial aid office for eligibility,** interested students should email Mary Soyring at [msoyring@fdltcc.edu](mailto:msoyring@fdltcc.edu) with:

- Availability
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

\*\*Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.