



Work Study Job Description Admissions

2101 14th St., Cloquet, MN 55720

Location: Admissions

Name and Classification of Position: Admissions Assistant I

Supervisor: Susan Bumann/Leah Tollefson

Rate of Pay and Expected Hours of Work: \$10.00/hour, 10-29 hours per week*

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

Purpose and Role of Job within the College:

Enter prospect information, assist with communications, work with students on applications when needed. Make copies, tours as needed, and information desk when needed.

Duties and Responsibilities:

Work directly with students and staff for both admissions and recruiting

Qualifications and Required Skills:

- Computer skills
- Work well with others
- Prompt

Specific Qualifications for Higher Job Classification:

NA

Learning Objectives:

- Ethics and social responsibility
- Promotion
- Computers

After checking with the financial aid office for eligibility, interested students should email Leah Tollefson at leah@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.