



# Work Study Job Description College in the Schools

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

**Location:** Student Services Area

**Name and Classification of Position:** College in the Schools Assistant I

**Supervisor:** Damien Paulson

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

**Eligibility:** Must be state or federal work study eligible.\*\*

**Purpose and Role of Job within the College:**

Help with daily tasks of College in the Schools as we prepare for NACEP

**Duties and Responsibilities:**

- Track Forms
- Image Files
- Collect Data
- File Data

**Qualifications and Required Skills:**

- Attention to Detail
- Reliable
- Possess Confidentiality
- Willing to learn new processes

**Specific Qualifications for Higher Job Classification:**

N/A

**Learning Objectives:**

- Reliability
- Work Ethic
- Prioritizing

**After checking with the financial aid office for eligibility,** interested students should email Damien Paulson at [dpaulson@fdltcc.edu](mailto:dpaulson@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.