



# Work Study Job Description Customized Training

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

**Location:** Customized Training Office

**Name and Classification of Position:** Customized Training Assistant I

**Supervisor:** Tess Dandrea

**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:** To assist the Continuing Education /Customized Training department with administrative duties

**Duties and Responsibilities:**

- Data Entry
- Print documents
- Evaluations
- Sign-in Sheets
- Name Tags
- Make copies of documents

**Qualifications and Required Skills:**

- General Office Skills
- Familiarity of Microsoft Office Suite

**Specific Qualifications for Higher Job Classification:**

N/A

**Learning Objectives:**

Learn general office administrative duties

**After checking with the financial aid office for eligibility,** interested students should email Tess Dandrea at [tess.dandrea@fdltcc.edu](mailto:tess.dandrea@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.