



Work Study Job Description IT Work Study Supervisor

2101 14th St., Cloquet, MN 55720

Location: IT Department

Name and Classification of Position: IT Office Manager and Work Study Supervisor II

Supervisor: Loran Wappes

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: Manage the IT office, schedule, and supervise all work study students

Duties and Responsibilities:

- Manage IT Office
- Manage IT inventory
- Create purchase orders as requested
- Provide input on new hires
- Schedule work study hours
- Be the first point of contact for walk-ins to the office

Qualifications and Required Skills:

- Reliability
- Willingness to learn new things
- Ability to tactfully address peers about lab violations
- Organized

Specific Qualifications for Higher Job Classification:

See other job description.

Learning Objectives:

Become self-sufficient and take ownership in the operation of the lab.

After checking with the financial aid office for eligibility, interested students should email Loran Wappes at loran@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.