



Work Study Job Description Student Services

2101 14th St., Cloquet, MN 55720

Location: Student Services Area

Name and Classification of Position: Student Services Assistant I

Supervisor: Anita Hanson

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: To provide the student with work experience while assisting the Dean of Student Services with important responsibilities.

Duties and Responsibilities:

- Filing
- Developing Flyers
- Creating presentations
- Communicating with students, staff, faculty
- Setting up meetings and appointments
- Assist with the Student Family Support Center grant (this portion is grant-funded)

Qualifications and Required Skills:

- Interest in working hard
- Desire to work in a creative, self-directed, and demanding position

Specific Qualifications for Higher Job Classification:

N/A

Learning Objectives:

- To communicate effectively with others
- Professional business acumen

After checking with the financial aid office for eligibility, interested students should email Anita Hanson at anita@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.