



Work Study Job Description Customized Training

Location: Customized Training Office

Name and Classification of Position: Customized Training Assistant I

Supervisor: Jeannie Kermeen

Rate of Pay and Expected Hours of Work: \$10.50/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:

Work study student is responsible for assisting with general office duties such as:

- Word processing and data entry
- Print documents, booklets, etc. from files
- Scanning documents into electronic file folders
- Reshelving curriculum and other materials
- Keeping office and kitchen areas clean and organized

Qualifications and Required Skills:

- High attention to detail
- General Office Skills
- Familiarity of Microsoft Office Suite, primarily Word and Excel
- Ability to work independently once a task is assigned and understood

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 Jeannie Kermeen at jeannie.kermeen@fdltcc.edu with:

- Availability
- Your contact information (phone and email)
- Previous work experience

* * Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](https://fdltcc.edu/PDF/WorkStudyHandbook.pdf) (<https://fdltcc.edu/PDF/WorkStudyHandbook.pdf>) 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.

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