



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Wadena**

School Year Work Study Position

August through May

1. On-Campus Department: Electrical Line Worker
2. Supervisor: Monte Scheller
3. Phone Number: (218) 63-7986
4. Location: Wadena
5. Room Number: N39
6. Number of Hours per Week: Up to 10 hours, based on funds available and student eligibility.

7. Job Description and Qualifications:

Duplicating documents, correcting papers, set-ups and tear downs, dusting, and cleaning to keep the classroom and lab tidy, and additional duties as assigned. The student is expected to be punctual, dependable, professional, and possess a high level of patience and the ability to follow directions. Attention to detail and keeping information confidential is crucial.

8. Student Out Come:

Understand basic clerical duties within the ELW profession in a professional environment.