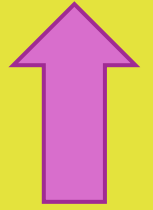


Examples of Job Descriptions with HIGH Application Rates



< **Writer for MSU Reporter** ...

Mankato, MN · On-Site · #8547110

Are you interested in learning first hand what it is like in a modern newsroom? Want to get hands-on experience in mass media and have your articles published for a wide audience, all while getting paid and receiving school credits?

Apply at The Reporter, an award-winning student newspaper that has been a staple of MNSU since 1926.

Staff Writers at the Reporter receive experience working in a professional newsroom, having their work published in our twice-weekly newspaper.

Duties of a Staff Writer include:

- Submitting twice weekly articles to the Reporter that are campus focused, student-related, and contain interviews
- Submitting work that is reviewed for spelling, content, and adheres to the Academic Honesty Policy
- Attendance at weekly meetings
- Clear communication with Section Editors

Qualifications (preferred):

- Strong written and verbal skills
- Open to new experiences
- Experience with Associated Press writing style

We have positions available for our News, ArtsVariety, and Sports Sections

Apply now!

< **Department of Music Work Study** ...

Mankato, MN · On-Site · #8078640

The Department of Music is accepting applications for work study students Fall semester. This position offers students with a variety of work experiences in an office setting. Students work in a larger office with staff readily available to provide assistance in a friendly environment. Student workers will interact with visitors and with students, faculty, and staff from the Department of Music and the Department of Theatre and Dance

Duties may include running errands to other campus offices, filing, answering phone calls, greeting visitors, scanning/copying, basic computer skills, data entry, office cleanup and other duties as assigned by your Work Study Supervisor..

Work study students are scheduled to work during office hours - Monday through Friday 8:00 am to 4:30 pm.

< Office Assistant-Work Study Position

Mankato, MN · On-Site · #6805106

Flexible Schedule

This position allows for studying during downtime.

Office Assistant responsibilities include a variety of office and customer service tasks including answering phones and greeting walk in visitors.

The Computer Information Science Department is hiring dependable work-study students looking to work in a friendly on-campus office. The CIS Office is open Monday-Friday from 8:00 am-4:30 pm. Preference given to anyone with 8:00-10:00 am availability.

Qualifications:

- Interest in gaining general office skills
- Works well independently and with a team
- Strong attention to detail
- Strong problem-solving skills
- Strong customer service skills

< Children's House, Teacher's Aide, Work Study

Mankato, MN · On-Site · #8396562

COME AND PLAY WHILE YOU WORK!

The Children's House at MSU is a fun and energetic play based learning center. Our hours of operation are 7:30-5:30 Monday through Friday. Here you will spend your days playing and interacting with children ages 6 weeks until they start kindergarten. You will work cooperatively with other MSU students and lead staff to provide children with interesting hands on activities in the areas of science, art, math, music and literacy. Responsibilities include but are not limited to the following:

- Interact with the children and encourage their involvement in indoor and outdoor activities
- Help children develop literacy skills through reading individually and in small groups
- Assist in all mealtime activities and related record keeping
- Perform light housekeeping tasks such as sweeping, cleaning tables, etc...

< Special Events - Student Events Team

Mankato, MN +1 · On-Site · #8706076

Job Title: **Special Events** Contact: Jaycey Horton - Jaycey.horton@mnsu.edu

Location: Student Activities, MNSU - Travel Required: Yes-10% (In town Driving)

Will Train Applicant(s): Yes - Posting Expires: February 23rd, 2024

Duration of Training: 03/13/2024-04/18/2024 (1 hour per week)

Date of Appointment 04/18/2024-04/12/2025

Applications Accepted By: Online at <https://cglink.me/2uE/s185>

POSITION SPECIFIC ROLES AND TASKS:

- Produce, at minimum, 4 innovative programming events based on student feedback during the year.
 - Required events:
 - CSU Haunted Takeover
- 3 remaining events must be innovative
- Work with RSOs to aid in events when necessary
- Attend NACA Northern Plains Regional Conference
- Create day-of-plan organization including volunteer coordination, event logistics, ticket sales, and other details for each assigned event
- Research, contact, and work with advisor to contract performers including but not limited to bands, variety performers, and audio/visual production companies
- Manage a budget including spending, tracking, and fundraising

GENERAL DUTIES:

- Meetings: 1-hour weekly Tuesdays @ 4, 1-hour weekly board meeting, and 1-hour weekly one-on-one with advisor
- Attend Winter/Spring Retreats
- Lead, guide, and train assigned Team Lead (if applicable)
- Attend and facilitate weekly committee meetings (if applicable)
- Complete all required forms such as, but not limited to, PR requests and Special Event Checklists (SEC)
- Attend and support Student Events Team events when requested (all-hands-on-deck events)
- Work with advisor to evaluate, plan, and promote assigned events

< Special Events - Student Events Team

Mankato, MN +1 · On-Site · #8706076

- Work with advisor to evaluate, plan, and promote assigned events
- Adherence to all University and Student Activities policies
- Recognition that the primary responsibility of each member is to the student
- Other duties as assigned


MINIMUM QUALIFICATIONS:

2.5 Cumulative GPA, Experience with student programming preferred, Ability to meet communication and meeting requirements throughout summer term.

OTHER CONSIDERATIONS:

Possesses the ability to motivate others, delegate tasks to others, and set deadlines for completion of tasks. Effective interpersonal communication, including written and oral communications. Flexible with programming objectives. Experience with budgeting and fiscal management. Possesses the ability to role model appropriate behavior both on and off-campus, has experience with leadership skills and competencies. Has the ability to work with other campus organizations including, but not limited to, athletics, alumni association, president's office, campus recreation, physical plant, parking, security, and fraternities/sororities. Remains objective during times of stress and adapts to public speaking (including large profile interviews). Holds the ability to plan, strategize, and process large events. Thoroughly complete tasks on time.

[View less](#)

 On Campus Student Employment • Part-Time • 11 hrs/week

 \$549-549 per month