



**STUDENT JOB DESCRIPTION**

**JOB TITLE:** Library & Academic Resource Center Assistant/Tutor

**WORK AREA:** LARC

**HOURS:** 5 per week

**TYPICAL WORK HOURS**  Daytime  Evening  Weekends  
(Check all that apply)

**JOB RESPONSIBILITIES/DUTIES:** Assist patrons with locating library resources, assist with incoming mail, keep the magazine files in order, resshelf books and magazines, check books in and out, keep library neat and orderly, type and send correspondence, make copies, dusting.

**QUALIFICATIONS:** Ability to type (helpful but not necessary), organizational skills, customer service skills, self-starter with limited supervision, library experience helpful but not necessary.

**Will this position require any driving of Minnesota West owned vehicles or a personal vehicle?**  
 Yes  No

**If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.**

**ALL WORK STUDY EMPLOYEES WILL RECEIVE A PERFORMANCE REVIEW UPON COMPLETING 40 WORK HOURS.**

**WAGE RATE:** \$15.00 per hour

**NUMBER OF STUDENTS NEEDED:**

  1   Academic Year             Summer (June-August)

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Julie Williams, Minnesota West

**Location:** Granite Falls campus

**Phone:** 320-564-5056

**Email Address:** Julie.williams@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> Avenue  
Granite Falls, MN 56241

**Jackson Campus**  
PO Box 269  
Jackson, MN 56143

**Pipestone Campus**  
1314 North Hiawatha  
Pipestone, MN 56164

**Worthington Campus**  
1450 Collegeway  
Worthington, MN 56178

**Luverne Site**  
311 N. Spring Street  
Luverne, MN 56156