STUDENT JOB DESCRIPTION

JOB TITLE: Library & Academic Resource Center Assistant/Tutor

WORK AREA: LARC

HOURS: 5 per week

TYPICAL WORK HOURS (Check all that apply)

☐ Daytime  ☐ Evening  ☐ Weekends

JOB RESPONSIBILITIES/DUTIES: Assist patrons with locating library resources, assist with incoming mail, keep the magazine files in order, reshelving 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  1  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 11th 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