STUDENT JOB DESCRIPTION

JOB TITLE: Library & Academic Resource Center Assistant/Tutor

WORK AREA: LARC

HOURS: 5 per week

TYPICAL WORK HOURS
(Choose 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, reshelve 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
- [x] 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: $13.00 per hour

NUMBER OF STUDENTS NEEDED:

- [ ] 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