



STUDENT JOB DESCRIPTION

JOB TITLE: Library Assistant

WORK AREA: Rock County Community Library

HOURS: 4 per week, Mondays and Wednesdays

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

JOB RESPONSIBILITIES/DUTIES: The library assistant provides excellent customer service, assists readers in locating materials, checks books out, shelves books, and assists full-time staff with special projects. The library assistant also aids with reading programs throughout the summer and school year.

QUALIFICATIONS: High School Diploma and GED and 1 years of experience; or any equivalent combination of education, training, and experience, which provides the requisite knowledge, skills, and abilities for this position. Ability to learn and adapt to changing technology, able to use office equipment, and able to use internet skillfully to answer questions.

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: \$13.00 per hour

NUMBER OF STUDENTS NEEDED:

 1 Academic Year 1 Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Marlen Cervantes, Minnesota West

Location: Luverne, MN

Phone: 507-825-6854

Email Address: marlen.cervantes@mnwest.edu

Off Campus Positions:

Department:
Rock County Community Library

Mailing Address:
210 W. Main Street
Luverne, MN 56156

Start Date:
as soon as available