



STUDENT JOB DESCRIPTION

JOB TITLE: Library & Academic Resource Center Assistant

WORK AREA: LARC

HOURS: 10-20 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, reshelv books and magazines, check books in and out, keep library neat and orderly, type and send correspondence, make copies, dusting, other projects as needed.

QUALIFICATIONS: Must relate and communicate well with patrons, must have patience and maintain a professional behavior, knowledge of computer programs desired.

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:

 2 Academic Year 1 Summer

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Kip Thorson, Minnesota West

Location: Worthington campus

Phone: 507-372-3460

Email Address: kip.thorson@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