STUDENT JOB DESCRIPTION

JOB TITLE: Library & Academic Resource Center Assistant

WORK AREA: LARC

HOURS: 10-20 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, 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: $13.00 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