



STUDENT JOB DESCRIPTION

JOB TITLE: Library & Academic Resource Center Assistant

WORK AREA: LARC

HOURS: 10-15 per week

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

JOB RESPONSIBILITIES/DUTIES: Assist general public and students, ability to work with confidential student/staff information, ability to speak and ask questions of patrons to find out their needs, typing, filing, cleaning, some lifting and creating displays.

QUALIFICATIONS: Computer skills, dependable, ability to approach and speak with patrons.

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 ___ Summer (June-August)

TO INTERVIEW FOR THIS POSITION, CONTACT:

Supervisor: Deb Messenbrink, Minnesota West

Location: Pipestone campus

Phone: 507-825-6832

Email Address: deborah.messenbrink@mnwest.edu