



**STUDENT JOB DESCRIPTION**

**JOB TITLE:** Library & Academic Resource Center Assistant

**WORK AREA:** LARC

**HOURS:** 5 - 10 per week

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

**JOB RESPONSIBILITIES/DUTIES:** Answer questions of patrons and assist them with locating and using physical and electronic library resources, reshelf books and magazines, check books in and out, keep library neat and orderly, 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    Summer

**TO INTERVIEW FOR THIS POSITION, CONTACT:**

**Supervisor:** Michael Van Keulen, Minnesota West

**Location:** Worthington campus

**Phone:** 507-223-1329

**Email Address:** michael.vankeulen@mnwest.edu

**Canby Campus**  
1011 First Street West  
Canby, MN 56220

**Granite Falls Campus**  
1593 11<sup>th</sup> 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