



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Moorhead**

School Year Work Study Position

August through May

Wages: Bi-weekly

1. On-Campus Department: Library
2. Supervisor: April Olson
3. Phone Number: 218-299-6514
4. Location: Moorhead
5. Room Number Library/C128
6. Number of Hours per Week: Up to 10 hours

Job Description:

- 1) Answer basic reference questions
- 2) Make ID cards and hand out parking permits
- 3) Perform check-in/check-out of materials
- 4) Physically prepare new materials for circulation, repair old items when necessary and process items to be withdrawn from the collection
- 5) Shelf and organize materials in a pre-established order
- 6) Demonstrate the use of databases
- 7) Maintain the library facility such as dusting, arranging tables and chairs
- 8) Provide some secretarial support (ability to alphabetize and file)
- 9) Help users operate library equipment such as computers, scanner and copy machine

Qualifications:

- 1) Good academic standing
- 2) Approachable with the ability to work with a wide variety of patrons
- 3) Basic computer skills (working knowledge of Microsoft Word, ability to use web browser)
- 4) Proficient in the English language, both written and oral
- 5) The ability to multitask



- 6) Be able to lift five pound objects above the head
- 7) Take and maintain the correct number of credits to be eligible for work study funds
- 8) Able to maintain confidentiality

Purpose:

To assist the librarian and library technicians with the daily operation of the library and provide library services to students, faculty and staff

Student Outcome:

The student will learn the value of the library and its resources, how to work with people and how to provide good customer service. Student will gain work experience to add to resume.