



**MINNESOTA STATE COMMUNITY and TECHNICAL COLLEGE
Wadena**

School Year Work Study Position

August through May

1. On-Campus Department: Library
2. Supervisor: Lori Harper
3. Phone Number: (218) 631-7866
4. Location: Wadena
5. Room Number: N38
6. Number of Hours per Week: Up to 10 hours, based on funds available and student eligibility.

7. Job Description and Qualifications:

Greet students, staff, and the public. Answer phones and keep the library looking neat. Assist students as needed. Process books, magazines, clean, and stock/process books. This position requires the ability to follow directions. The student must maintain a high level of patience, punctuality, dependability, and professionalism. Attention to detail and keeping information confidential is crucial.

8. Student Out Come:

Understand basic office functions in a professional environment.