Student Employment Position Description:
Library Assistant

Title: Library Assistant

Rate of Pay: $13.00/hour

Location: Library

Supervisor: Laurie Jorgensen

Hours: Up to ten (10) hours per week, Monday- Thursday evenings (4:00pm-9:45pm)

Eligibility: Must be federal or state work study eligible and available hours listed above

Duties and Responsibilities: Library evening activity responsibilities. To include; basic computer and web account set up and troubleshooting, basic audio and video support, vacuuming, cleaning and sanitizing, answering the phone, general campus questions, and basic student questions related to Pine Technical and Community College. Other office duties as assigned on an as needed basis.

Required Skills / Job Qualifications: Reliable and punctual. Basic computer skills. Ability to communicate with a variety of customers; to include students, staff, faculty, and the public. Overall knowledge of Pine and website. Organizing, planning, and prioritizing work. Ability to make decisions, solve problems, be aware of your surroundings, and perform day-to-day administrative tasks as needed.

Learning Objectives:
- Customer Service - Students will learn to provide excellent customer service to a variety of stakeholders.
- Leadership - Students will learn best practices in problem solving and being a leader to peers at Pine.
- Work ethic and data confidentiality - Students will learn the importance of being reliable and confidential as an employee that plays a vital role on campus.

If you are interested in this position, please email *laurie.jorgensen@pine.edu* with "Library Student Employment" in the subject line. Include the following information:
- Hours and days you are available to work
- Copy of your current semester schedule
- Contact information and best way to reach you
- Previous work experience or resume

*Positions are August—December and January-May, with the possibility to work over semester breaks.
**Schedules and evaluations are overseen by each supervisor and may vary. Please see the Student Employment Handbook for more details.