



# Work Study Job Description

2101 14<sup>th</sup> St., Cloquet, MN 55720

**Location:** Library

**Name and Classification of Position:** Library Assistant I

**Supervisor:** Diane M Kauppi

**Rate of Pay and Expected Hours of Work:** \$10.00/hour, 10-29 hours per week\*  
Est. 10-15 hrs/wk

**Eligibility:** Must be MN State or Federal Work Study Eligible\*\*

**Purpose and Role of Job within the College:**

We need assistance to help provide services to our patrons (students, employees, community members). Work load will be especially heavy during FY19 due to moving to a new library system & library staff will be preparing & training.

**Duties and Responsibilities:**

Including but not limited to: process incoming mail, journals, & newspapers, help people find books etc., use library computer system to check items out & in, re-shelve items, process newly purchased items, straighten up the library, straighten shelves, shelf read collections, restock paper supply for printers & copier, answer phones, and work on special projects.

**Qualifications and Required Skills:**

- Reliable
- General office work abilities plus computer skills
- Able to pay attention to details
- Personable, good fit for position

**Specific Qualifications for Higher Job Classification:**

n/a

**Learning Objectives:**

- Time Management/Organizational Skills
- Technical Skills
- Professionalism and Customer Service
- Work Ethic
- Team Work
- Communication Skills

**After checking with the financial aid office for eligibility,** interested students should email Diane Kauppi at [dkauppi@fdltcc.edu](mailto:dkauppi@fdltcc.edu) with:

- Availability
- Your contact information
- Previous work experience

\* Schedules and evaluations will be discussed with your supervisor. See the financial aid office and [Work Study Handbook](#) for more information.

\*\*Federal and State Work Study positions run from the first day of school to the last day of the semester of which you are attending. You may also work during the summer if you take 6 credits during the summer and/or sign an agreement that you plan to attend the next fall.