



KEWEENAW BAY OJIBWA COMMUNITY COLLEGE

111 Beartown Road, PO Box 519

Baraga, MI 49908

Phone: (906) 524-8517

"Catch Your Dream Through A Superior Education"

JOB DESCRIPTION

POSITION:	<i>Remote Library Assistant</i>
PROGRAM:	<i>Federal Work Study</i>
SUPERVISOR:	<i>Librarian</i>
REPORTS TO:	<i>Financial Aid Director</i>
PAY RATE:	<i>\$12.50 per hour</i>
STATUS:	<i>Temporary Part-time- <u>Not to exceed 20 hours per week</u>, online – off campus until further permitted</i>

SUMMARY: The Remote Library Assistant will be responsible for performing clerical duties in support of the Archives, the Career Readiness Center and Library Services. The Library Assistant will support library services remotely.

RESPONSIBILITIES - Remote:

- All work will be off campus and done online until KBOCC fully opens
- Assisted by the librarian, create voice over PowerPoint tutorials
- Maintain records as required by Archives and Career Readiness Center protocol
- View training videos on various archival treatments and electronic job seeking programs
- Assist Librarian in creating Archives shelf list with detailed descriptions of all items
- Create researchers' guide to the archives
- Create promotional flyers and draft Facebook posts regarding library services
- Learn and master Peterson's Career Prep program
- Assist librarian in conducting Zoom panel practice job interviews
- "Test drive" electronic job seeking programs
- Create guide to interview questions
- Other duties as assigned -Onsite responsibilities may be added contingent on reopening

QUALIFICATIONS:

- Currently enrolled KBOCC student
- Possess remote working skills or the ability to learn
- Excellent communication skills preferred
- Reading comprehension and good interpersonal skills
- Microsoft Excel and Word proficiency preferred
- Ability to carefully and efficiently manage time and priorities
- Ability to interact courteously with virtual patrons and conduct self as an aspiring professional in an academic environment
- Ability to maintain confidentiality
- Employment is contingent upon the satisfactory completion of standard KBOCC student employment procedures
- Possesses minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to any felonies offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):

Crimes of violence

Molestation

Contact with or prostitution

Offenses committed against children

Sexual assault

Exploitation

Crimes against persons

Child abuse or neglect

DISTRIBUTION: Until Filled

NATIVE AMERICAN PREFERENCE:

Preference will be given to qualified applicants according to policy

VETERAN PREFERENCE:

Preference will also be given to qualified Veterans (need DD214)

APPLICATION PROCEDURE:

Submit an application to:

KBOCC

Human Resources

Keweenaw Bay Ojibwa Community College

770 N. Main St.

L'Anse, MI 49946