



## 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:** *Library Assistant - Literacy*

**PROGRAM:** *Federal Work Study*

**SUPERVISOR:** *Librarian*

**REPORTS TO:** *Financial Aid Director*

**PAY RATE:** *\$11.50/per hour*

**STATUS:** *Temporary Part-time- Not to exceed 20 hours per week*

### **RESPONSIBILITIES -**

- Assisted by the librarian, create voice over PowerPoint tutorials
- Maintain records as required by Library, Archives, and Career Readiness Center protocol
- View and summarize training videos on various library issues and procedures
- Shelve library materials
- 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
- Other duties as assigned

### **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