



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 – Career Readiness Center Aide*

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 -

- Greet and direct Career Readiness Center patrons
- Assist patrons in locating job seeking library material in print format
- Guide library users in the use of electronic resources
- Maintain records as required by Career Readiness Center protocol
- View training videos on various electronic job seeking programs
- “Test drive” electronic job seeking programs
- Create student guide to electronic job seeking programs
- Create student guide to interview questions
- Serve as the interviewee in various practice job interviews
- Assist librarian in conducting panel practice job interviews
- Learn and master Peterson’s Career Prep program
- Assisted by the librarian, create voice over PowerPoint tutorials
- 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 manage time and priorities carefully and efficiently

- Ability to interact courteously with virtual patrons and conduct self as an aspiring professional in an academic environment
- Ability to maintain confidentiality