Position Title: Youth Services Student Worker  Reports to: Youth Services Librarian

Department: Library  FLSA Status: Non Exempt
Classification: Part Time Limited Term Employee  Benefit Eligibility: No
Home Campus: Keshena Campus  Pay Grade: 
Grant Funded: Fully Grant Funded  Application Deadline: Open until filled

Position Summary: An opportunity implemented by the College of Menominee Nation Library is being offered for students enrolled at College of Menominee Nation or another college or university. The student will gain experience working with youth and family based projects. The selected student will learn all aspects of planning the Summer Reading Program and participate in planned projects. Other library programs include the Makerspace, and 1000 Books before Kindergarten. The student will enter in statistics for the variety of library programs, will create needed documents for programming, and work with Youth Services Librarian to plan each Summer Reading Program event. They will also be working with cameras to record such events and to create and maintain related documents. The student will also learn the basics of library circulation and how to shelve. Must be able to work evenings and weekends. Student would start the week of June 13th and work until the week of July 15th for 17 hours a week.

Position Responsibilities & Duties:
- Support library staff with library events and programming
- Assist patrons
- Creating displays to promote programs
- Able to supervise physically active indoor and outdoor activities
- Use multimedia equipment to record library events
- create lesson plans
- Maintain the circulation of library materials to students, faculty, staff, and community;
- Aid patrons with computer use, including helping to use Microsoft office tools and searching the Internet, directing questions on library research to appropriate staff;
- Shelve books on a regular basis;
- Assist with processing library materials;
- Other duties as assigned.

Minimum Qualifications- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High School diploma or GED;
- Experience with office methods and equipment;
- Computer experience using software such as Microsoft Office;
- Must be able to work days, nights, and weekends ;
- Must be willing to learn how to use a Canon handheld camera.

Desired Qualification:

Template Last Revised 1/7/2016
• Experience in a library, archives and/or museum preferred
• Background check required

**Reporting to this Position:** Youth Services Librarian

**Physical Demands & Work Environment:**
Physical demands are classified as Light -lifting no more than 20 pounds at a time with frequent lifting or carrying of objects weighing up to 10 pounds, with frequent walking, standing or sitting most of the time with some pushing and pulling of arm or leg controls.

**Work Environment**
The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

-Performs clerical office Functions - Frequently

-Exposure to office/class room environment - Frequently

-Exposure to shop or maintenance environment - Never

**Tools & Equipment Used:** Carts, tools related to specific events (basic tools, gardening supplies, games)

**APPLICATION PROCESS**

A complete application includes:
• Letter of interest
• Current Resume
• Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu))
• Copy of all college level transcripts (official transcripts required if hired)
• Three professional letters of reference
• Copy of valid WI driver license
• Proof of any certificates or training
• Please provide:
  ✓ Proof of Tribal enrollment status
  ✓ Proof of honorable or general military discharge paperwork

**It is not the responsibility of CMN to notify you of missing pieces. Incomplete application packets will not be considered.**

**Send completed application materials to:**
College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

This position is open until filled

**NOTE:** Pre-employment drug testing is part of the hiring process.

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