

# COLLEGE OF MENOMINEE NATION

**Job Title:** Youth Services Student Worker  
**Reports to:** Youth Services Librarian  
**Location:** College Of Menominee Nation  
Keshena Campus

**First Posting\***  
**Status:** Part Time Limited Term  
**Closing Date:** May 24, 2017

*\* First postings are 5 days and are reserved for enrolled members of the Menominee Indian Tribe.*

**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 12th and work until the week of July 26th for 15-21 hours a week.

## **Essential Functions**

- 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;
- Perform other duties assigned by supervisor.

## **Qualifications**

- 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 and early evenings
- Must be willing to learn how to use a Canon camera.

## **Desired Qualifications**

- Experience working with youth
- Background check required

## **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**

- Performs clerical office functions
- Exposure to office/class room environment

## **Tools & Equipment Used**

- Office equipment, computer, rolling cart

## **APPLICATION PROCESS**

A complete application includes:

- Letter of interest
- Completed CMN application form (available under job opportunities at [www.menominee.edu](http://www.menominee.edu))
- Current resume
- Copy of class schedule
- Three professional letters of reference
- If applicable, please provide:
  - ✓ Copy of driver's license
  - ✓ Proof of Tribal enrollment status
  - ✓ Proof of Menominee language skills
  - ✓ Proof of honorable or general military discharge paperwork
  - ✓ Proof of any position-related training or certifications

**NOTE: 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 the following:**

College of Menominee Nation  
Human Resources  
PO Box 1179  
Keshena, WI 54135

Posting closes at 4 PM on May 24, 2017

**Pre-employment drug testing is part of the hiring process.**  
**EOE/MITW 82-10**