ROCHESTER COMMUNITY AND TECHNICAL COLLEGE

JOB TITLE: Circulation Desk Assistant

WORK AREA: Goddard Library

AREA HOURS: Day/Evening/Weekends

JOB RESPONSIBILITES, DUTIES:
Position includes working at the circulation desk as well as other areas throughout the library. Students must have the ability to alphabetize, understand decimal numbers, and possess good communication and problem solving skills. Computer and data entry experience is required. Students should be reliable, self-motivated, and enjoy helping people in a team environment. Previous library experience is preferred.

PERFORMANCE EXPECTATIONS/CONDUCT:
Students are expected to be punctual, responsible and willing to work all shifts.

Will this position require any driving of RCTCs State owned vehicles or a personal vehicle?
          ☐ Yes   X No

If you checked yes, please be aware that additional paperwork is required before the student is asked to drive.

NUMBER OF STUDENT'S NEEDED:
(Assume 10-15 hours per student.)

        8 Academic Year   4 Summer (June-August)

TYPICAL WORK HOURS: X Daytime   X Evening   X Weekends
(Check all that apply)

PERFORMANCE REVIEW:
Students are eligible for a wage increase after they have worked 200 hours and based on a performance evaluation. The area supervisor will assess the student employee's performance, work attendance and attitude as it relates to the job tasks, RCTC values, service attributes, core outcomes, and interaction with students, staff, and visitors.

TO INTERVIEW FOR THIS POSITION, CONTACT:	
Contact Person:	Sandy Aaby
Location:	Goddard Library
Phone:	507.280.5500
Email Address:	Sandra.aaby@rctc.edu

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