



Red Lake Nation College Job Description

Position: Student Library Intern

Supervisor: Director of Library Services and Tribal Archives

Hours Available: 8-16

Wage: \$10 per hour

Duties and Responsibilities:

- Essential duties include, but are not limited to:
 - Staff the circulation desk
 - Provide customer service in person and via telephone
 - Utilize online library management system
 - Issue new and replacement library cards
 - Process, circulate, and shelve library materials
 - Troubleshoot technology issues with library patrons
 - Communicate and enforce library policies
 - Assist with library programs
- Must be comfortable staffing the library independently on occasion. This includes opening and closing the library.
- Must be willing to work with supervisor to create an up-to-date resume by the end of the internship assignment.
- Other duties as assigned

Skills/Qualifications:

- Familiarity with the Dewey Decimal System
- Strong computer skills
- Familiarity with Google apps (or a willingness to learn)
- Ability to work independently
- Listening and verbal communication
- Professionalism
- Punctuality
- Customer service focus
- Organization
- Accuracy

Education:

- Must be currently enrolled at Red Lake Nation College.