**A. C. Clark Library ~ Bemidji State University**

**TYPE OF POSITION:** Graduate Assistantship as Evening/Weekend Supervisor for Library

**SALARY:** $8,500 for academic year and 12 graduate credits of tuition waiver

**DATE OF APPOINTMENT:** August 24, 2020

**APPLICATION DEADLINE:** Until filled

**RESPONSIBILITIES**:

Duties consist of serving as an evening and weekend supervisor for the library, providing directional assistance to library users, and monitoring the library during times that professional staff are off-duty. Evening/weekend supervisors are expected to assist library users with their research needs, including searching and accessing the library’s online resources and online catalog, and the physical collections, as well as enforce library policy.

Opportunities to help plan and teach library workshops and instruction sessions are available based on interest. Other projects are available based on the needs of the library and the interests of Graduate Assistants.

Typical hours of coverage, to be shared on a rotation basis by three Library Graduate Assistants, are Saturday, 11:00 a.m. - 4:45 p.m.; Sunday, 1:00 p.m. - 6:00 p.m. and 6:00 p.m. - 11:45 p.m. and Monday-Thursday 5 p.m.-11:45 p.m. **Hours are subject to change**. Library Graduate Assistants are responsible for providing back-up for each other to maintain service continuity.

**QUALIFICATIONS:**

**Required**

Apart from meeting the eligibility requirements set by the School of Graduate Studies, applicants must possess good interpersonal skills, a friendly disposition, an orientation toward service, self-confidence, and the ability to deal calmly with potential emergencies. The successful applicant must:

* be familiar with basic searching for information in a library (both online and in print)
* be computer literate, including a basic understanding of Microsoft Word and office productivity software, Internet searching, and use of email
* able to communicate effectively across multiple platforms (e.g., phone, in-person, email, Zoom, and chat)
* have a desire to learn to use new services and resources in an ever-changing information environment.

Applicants must be available to work throughout the entire academic year.

In addition to the requirements listed above, applicants must also meet the School of Graduate Studies requirements:

* must be admitted to a master’s program at Bemidji State University
* position must have an academic component (teaching/scholarship)
* must maintain a Grade Point Average of 3.0
* in order to drive on behalf of NTC/BSU, in an assigned college/university vehicle or a personal vehicle, the faculty/or staff member must possess a valid Minnesota Class D driver's license.
* the applicant should demonstrate a knowledge of and interest in diverse cultures and populations.

**Preferred**

Preference will be given to applicants who:

* have excellent customer service skills and/or have experience in a sales or service position, with a high-level of customer interaction
* are information literate, having the ability to help others in using the various types and formats of information found in an academic library (both online and in print), as well as knowing the basic techniques of using and accessing the library’s resources
* are self-starting and motivated team players, willing to assist with special projects as needed

**APPLICATION INFORMATION:** Send letter of application, résumé, and the names and phone numbers of three (3) references. (Persons writing letters of reference should be advised of Minnesota's open record law, which can make such letters available to applicants upon request.)

**APPLY TO:** Pete McDonnell, Chair, Department of Library and Library Services, A. C. Clark Library, 1500 Birchmont Drive NE #28, Bemidji, MN 56601-2699 ~ Inquiries: 218-755-2967; pmcdonnell@bemidjistate.edu

**UNIVERSITY/COMMUNITY:** Bemidji State University, located in northern Minnesota's lake district, occupies a beautiful campus along the shore of Lake Bemidji. The University enrolls more than 5,000 students annually. Offerings include more than 50 undergraduate majors and ten graduate programs encompassing the liberal arts, interdisciplinary studies and applied fields. The University is a member of the Minnesota State Colleges and Universities System. The University has a faculty and staff of over 560. The greater Bemidji area numbers 25,000 and serves as a regional commerce and health center. For further information about the University, see our web site at: http://www.bemidjistate.edu

Bemidji State University is an Equal Opportunity, Affirmative Action Employer.