

**Wabanung Campus**  
770 N. Main St  
L'Anse, MI 49946  
Phone: (906) 524-8400  
Fax: (906) 524-8420



**Arts & Agriculture Center**  
15211 Pelkie Rd  
Pelkie, MI 49958  
Phone: (906) 524-8903  
Fax: (906) 524-8420

***KBOCC Mission Statement:** As a tribal land grant institution, Keweenaw Bay Ojibwa Community College supports and uplifts all learners to achieve their goals through holistic education, while promoting Anishinaabe culture, language, and lifeways.*

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### **JOB DESCRIPTION**

**POSITION:** Library Assistant: Career Readiness Center Aide

**DEPARTMENT:** Federal Work Study

**SUPERVISORY CONTROL:** Financial Aid Director

**SALARY:** \$15.00 per hour (up to 20 hours per week)

#### **SUMMARY:**

The student technician will work within the Fabrication and Systems Technology (FAST) lab, an extension of the Human Studies Department. Student technicians in this role will be working in an applied setting with the goal of bridging the gap between modern technology and cultural preservation. A strong emphasis is placed on innovating sustainable practices and finding novel applications within the field of thermoplastics.

#### **QUALIFICATIONS:**

- Currently enrolled as a KBOCC student
- Possess working knowledge of Microsoft Office applications such as Excel, Power Point, Word, and Outlook
- Must be punctual—early is on time and on time is late
- Ability to work afternoons and evenings as required
- Refined attention to detail and critical/analytical thinking
- Ability to lift 50 pounds unassisted

**Minimum standards of character: Must not have been found guilty of, or entered a plea of nolo contendere or guilty to, any felonious offense or 2 or more misdemeanor offenses involving (under federal, state, or tribal law; violations from other states will be interpreted according to the Michigan Penal Code):**

Crimes of violence  
Molestation  
Contact with or prostitution  
Offenses committed against children

Sexual assault  
Exploitation  
Crimes against persons  
Child abuse or neglect

## **DUTIES AND RESPONSIBILITIES:**

- Greet and direct Career Readiness Center patrons
- Assist patrons in locating job seeking library material in print format
- Guide library users in the use of electronic resources
- Maintain records as required by Career Readiness Center protocol
- View training videos on various electronic job seeking programs
- “Test drive” electronic job seeking programs
- Create student guide to electronic job seeking programs
- Create student guide to interview questions
- Serve as the interviewee in various practice job interviews
- Assist librarian in conducting panel practice job interviews
- Learn and master Peterson’s Career Prep program
- Assisted by the librarian, create voice over PowerPoint tutorials
- Other duties as assigned

## **PRE-EMPLOYMENT TESTS:**

Employment is contingent upon the satisfactory result of a Security Background Check, pre-employment drug testing and pre-employment physical.

## **INDIAN PREFERENCE:**

Preference is given to qualified individuals of American Indian descent.

## **VETERAN PREFERENCE:**

Preference is given to qualified veterans (DD214 required).

**DEADLINE TO APPLY:** Open until filled

*This position announcement summary is intended to indicate the kinds of tasks which will be required of this position and shall not be construed as declaring what the specific duties and responsibilities of the position will be. It is not intended to limit or modify the right of the supervisor to assign, direct and control the work of this position, nor to exclude other similar duties not mentioned. The use of a particular expression or illustration describing duties shall not be held to exclude other duties not mentioned that are of similar kind or level difficulty.*

**APPLICATION PROCEDURE:** Submit an official KBOCC application and any applicable supporting documents (letters of reference, transcripts, etc.) to:

KBOCC Human Resource Office  
770 N. Main St, L’Anse, MI 49946  
OR email [hr@kbocc.edu](mailto:hr@kbocc.edu) with all documentation

Official KBOCC applications can be found on our website:

<http://www.kbocc.edu/employment/>