



## **Red Lake Nation College Library Intern Job Description**

**Supervisor: Ignacio Mendez, Director of Library Services**

**Hours Available: 10 hours per week (possibly more in the summer)**

**Wage: \$15 per hour**

**In person – Red Lake**

### **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 including opening and closing the library.
- Other duties as assigned

### **Skills/Qualifications:**

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

### **Education:**

- Must be currently enrolled at Red Lake Nation College and taking at least 9 credits

### **To Apply:**

- Send an email with your RLNC Internship Application to [ignacio.mendez@rlnc.edu](mailto:ignacio.mendez@rlnc.edu)