



College of
Menominee
Nation
KESHENA • GREEN BAY

Position Title: Library Activities Specialist	Reports to: Library Director
Department: Library	FLSA Status: Non Exempt
Classification: Part Time Limited Term Employee	Benefit Eligibility: Yes, Part Time Benefits
SOC Code: 25-4031	Last Updated: 03/15/2017
Home Campus: Keshena Campus	Pay Grade: Keshena Hourly Grade 6 (\$10.71-\$13.39)
Grant Funded: Fully Grant Funded	Application Deadline: 03/22/2017 @ 4PM

Position Summary: There is currently a national movement for libraries, schools, and museums to offer maker space programming within their facilities. These learning labs are meant to engage youth in mentor-led efforts that allow them to invent, experiment, create and explore a variety of learning opportunities. Maker spaces essentially expand learning opportunities by forgoing formal education and allowing learning to take place under the context of fun and play. The S. Verna Fowler Academic Library Menominee Public Library is starting a series of activities that we call the Menominee Maker Movement. The makerspace programming will reach out to all of the Menominee populations; however there will be a significant focus on pre-teen and teenage youth. The Library Activities Coordinator will work closely with staff to support all aspects of Makerspace activities including preparing materials before events, working with staff and youth during activities, keep supplies replenished, and assisting with data collection by getting feedback from participants. The Library Activities Specialist will be expected to work independently once trained. This position is 13 - 15 hours per week, and is grant funded and will terminate September 30, 2018.

Position Responsibilities & Duties:

- Maintain the Makerspace areas, replenish supplies, clean the areas after activities and as needed
- Assist in preparing for Makerspace activities including gathering the necessary supplies and preparing the devices (charged, updated, connected to cloud, appropriate apps downloaded, etc)
- Keep track of supplies used, when need to be replenished, assist with purchasing materials (prepare order with company, get appropriate paperwork started for finance office)
- Assist staff in the use of digital technology (iPads, digital cameras, etc) for Maker space activities
- Willing to learn how to use various digital media apps and software programs ie: Smoovie, iMovie, Garageband
- Assist with curriculum associated with Maker space activities (type lesson plans, gather materials, research possible theme based activities as needed)
- Be present at maker events assisting staff and engaging with youth
- Be prepared at maker events ie: read the lesson plan, try the activity ahead of time
- Collect feedback from participants of Maker space activities (what they liked, challenges, successes, etc)
- Assist with activity research as needed, for example finding new Maker challenges for participants, researching feedback questions
- Other duties as assigned.

Minimum Qualifications-To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- High school diploma or G.E.D.
- Able to work evenings

- Working knowledge of iPads
- Experience with digital media apps and software programs (iMovie, Garageband)
- Able to use Microsoft Office tools (Word, Excel)
- Must be able to pass a background check

Desired Qualification:

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Reporting to this Position: No Direct Reports

APPLICATION PROCESS

A complete application includes:

- Letter of Interest
- Current Resume
- Completed CMN application form (available under job opportunities at www.menominee.edu/Faculty_Staff.aspx?id=655)
- Copy of all college level transcripts (official transcripts required upon hired)
- Three professional letters of reference
- Copy of valid WI driver license
- Proof of relevant certificates or training
- Proof of Tribal enrollment status
- Proof of honorable or general military discharge paperwork (if applicable)

It is not the responsibility of CMN to notify applicants of missing documentation. Incomplete application packets will not be considered.

Application materials can be mailed to:

College Of Menominee Nation
Human Resources
P.O. Box 1179
Keshena, WI 54135.

And online application is available at: www.menominee.edu/Faculty_Staff.aspx?id=655

Posting closes at 4:00 PM March 22, 2017

NOTE: Pre-employment drug testing is part of the hiring process.

EOE/MITW 82-10