

COLLEGE OF MENOMINEE NATION

Job Title:	Office Assistant (partially grant funded)	Status:	Part-Time
Reports to:	Library Director		
Location:	Keshena Campus		

Position Summary:

The Office Assistant will perform duties to support the library director with monitoring grant budgets and allocations, and maintaining accurate record of expenditures, procurements, and related documents. This position will maintain statistics for library events and purchases to support library reporting needs. The assistant will also be responsible for managing food ordering for larger library events. The assistant will be responsible for processing library materials so they are able to circulate to library patrons. They will also be part of the circulation desk schedule. The successful candidate will need to be a highly organized, administrative professional capable of coordinating the multiple activities of the Department.

Essential Functions:

- Maintain the circulation of library materials to students, faculty, and staff.
- Aid students with computer use, including helping to use Microsoft office tools and searching the Internet, directing questions on library research to appropriate staff
- Follow over due process working with patrons and the business office
- Fill Interlibrary Loan requests keeping a records of requests, tracking when materials need to be returned and when requests have not been received
- Work with library staff on the creation of library displays
- Track and compile library use statistics
- Assist with cataloging as needed
- Assist with procedures as they are developed for the library
- Provide administrative support for a variety of public information documents including but not limited to outreach, marketing, and planning
- Organize documents for administrative review
- Monitor library grants and sponsored program budget(s) allocations, expenditures, and related records
- Handle ordering and payment of all purchases from a variety of funding sources
- Provide general office management for the library including filing systems for donors, library materials, and library purchases; taking minutes for library meetings; and preparing travel documents for department staff
- Evenings required during the academic year, weekends possible
- Perform other duties as assigned

Qualifications:

- High School diploma or GED;
- Work nights during the academic year;
- Work flexible hours;
- Candidate needs to be able to highly organized with sound administrative skills and give attention to details, but be flexible enough to accommodate the dynamic activates of the department
- Experience with office methods and equipment, and record keeping techniques;
- Computer experience using software such as Microsoft Office and Excel
- Minimum of 3 years in an office setting working with budgets and maintaining statistics;