

Campus	Department	Supervisor Name	Email	Description
Hibbing	Academics	Jesse Dahl	jesse.dahl@minnesotanoth.edu	Students will aid the instructors in multiple areas of the labs and classrooms and will drive the ELM van to and from the house project.
Hibbing	Advanced MN/Customized Training Solutions	Gail Anderson	gail.anderson@minnesotanoth.edu	This position will assist in record keeping, creating, scanning, emailing certificates. Student will also help with registering students in classes, work with e-filing documents, putting together class manuals, data management, answering customer service emails and phone calls.
Hibbing	Athletics	Mike Flaten	michael.flaten@minnesotanoth.edu	Assist in managing weight room and gym(s) and assist with set up and take down of facilities for home games.
Hibbing	Housing	Steffanie Lynn	steffanie.lynn@minnesotanoth.edu	The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and College. The RA develops a sense of community among residents as members of a floor, residents of a hall, and active participants in the residence life system. The RA serves as a positive role model to residents and peer staff members. The RA enforces the rules and policies of Residential Life and the College. The RA acts as a liaison between residents and the College administration.
Hibbing	Law Enforcement	Brent Bradley	brent.bradley@minnesotanoth.edu	Assit in several departmental responsibilities including office work and maintenance of equipment.
Hibbing	Library	Rachel Milani	rachel.milani@minnesotanoth.edu	Library Aides provide staffing for the Library Circulation Desk and serve as the initial point of contact for individuals entering and exiting the Library. Assist with daily library operations and conduct Library Circulation and Shelving activities.
Hibbing	NEAT	Scott Hansen	scott.hansen@minnesotanoth.edu	This position will use monitoring software, become familiar with video rooms so as to help others who may call, answer the phone for the NEAT office, and help in the testing and deployment of audio/video equipment at the Hibbing campus.
Hibbing	Nursing	Sandra Gustafson	sandra.gustafson@minnesotanoth.edu	Student will be available to assist faculty, perform clerical duties, monitor department bulletin boards, work with simulation tech on lab duties, and manage their work space and other administrative duties as needed.
		Gail Anderson	gail.anderson@minnesotanoth.edu	The position of Actor is playing the role of the resident/patient. The NA students will demonstrate skills on the Actor to show competency. Typical tasks include lying on the bed while NA students reposition you, sit on bed and walk to wheelchair, receive foot baths, etc. There are no invasive or unsanitary procedures required.
Hibbing	Paulucci Space Theatre	Kevin Milani	kevin.milani@minnesotanoth.edu	The student will run the cash register for both public and school shows at the Paulucci Space Theatre. The position also includes light janitorial duties.
Hibbing	Peer Tutoring	Torie Kutz	torie.kutz@minnesotanoth.edu	Tutor students and/or facilitate study sessions. Tutor students requesting help in specific areas of study. Ability to handle drop-in tutoring requests. Keep accurate records, submitting them in a timely manner, and maintaining confidentiality. Miscellaneous duties as requested to maintain the Academic Center.
Hibbing	Residential Life/Housing	Steffanie Lynn	steffanie.lynn@minnesotanoth.edu	Student must attend all weekly/monthly meetings, complete simple maintenance duties, commit to all in-services, fire drills, Health and Safety inspections, etc. Student will also perform fire extinguisher checks, garbage removal, manage sidewalks (salting/shoveling), etc.
Hibbing	Service-Learning Experience	Evelyn Rolloff	evelyn.rolloff@minnesotanoth.edu	Secure a site to complete at least 25 hours per credit. Student must provide specific services that meet community organization's (and audiences they serve) needs. Work must include new learning and skill building that aligns with academic and career goals. Meet Service-Learning Experience requirements that include: Complete agreed upon work (e.g. classroom assistance/tutor services at schools, driving meals/AEOA, assisting medical personnel at Fairview, assisting with coaching for sport teams, etc.) and complete and track days and hours of work (this includes meetings and trainings).
Hibbing	Student Services	Sarah Merhar	sarah.merhar@minnesotanoth.edu	Student will perform basic administrative duties such as greeting customers with a customer service attitude, answering the phone, assisting students with printing schedules, basic record keeping and management, helping with campus events. Other duties as assigned.
Hibbing	TRIO Upward Bound	Evelyn Rolloff	evelyn.rolloff@minnesotanoth.edu	Assist Upward Bound office with support functions that may include: managing social media pages, off campus events, word processing, filing, data entry, photocopying, collating, assembling and mailing materials, answering phones, and distribution of general UB information. Drive students to and from weekly and monthly programming as needed (e.g. tutor and college prep sessions)
Itasca	Engineering	Derek Fox	derek.fox@minnesotanoth.edu	The work-study student in this position will work with department coordinator, Derek Fox, as well as other faculty members in assisting in the development, implementation, and maintenance of both Itasca Fabrication and Concept Labs.
Itasca	Nursing	Lynette How	lynette.how@minnesotanoth.edu	This 5 hour per week position is to provide assistance to the Nursing staff. Duties include assisting general clerical and lab duties. The successful candidate must be efficient, detail-oriented, dependable, and reliable.
Itasca	Biology	Michelle Arnhold	michelle.arnhold@minnesotanoth.edu	The primary duties of the Biology Lab Assistant are to prepare lab materials for course activities, to clean and put away materials after use, and to keep accurate and organized records. Students interested in pursuing a Bachelor's degree in Biology or a related field are encouraged to apply!
Itasca	Administrative	Toni Wick	toni.wick@minnesotanoth.edu	The administration support work study will provide basic office support to the professionals located in the administration. Typical duties include data entry, printing and copying, organizing supplies, light cleaning, mailings, and assisting with other various activities. This position may float to other departments on campus, if needed during busy times or large events.
Itasca	Food Pantry	Jackie Gallop	jackie.gallop@minnesotanoth.edu	Student expected to staff the food pantry at least 10 hours a week, gather expired food items, ensure that students fill out the proper paperwork, stock the shelves as needed, clean the food pantry as needed, collect ideas and feedback from students about pantry offerings, other duties as assigned.
Itasca	Athletics	Justin Lamppa	justin.lamppa@minnesotanoth.edu	The Men's Assistant Athletic Director assists the Men's Athletic Director with all functions necessary to ensure smooth operation of all men's athletic programs and facilities on the Itasca campus.
				The Baseball Assistant provides assistance to the Baseball coaching staff and the Men's Athletic Director.
				The Fitness Center Attendant assists the College in maintaining safety protocol and attending other needs of the Fitness center.
				The Weight Room Attendant assists the College in maintaining safety protocol and attending other needs of the Itasca Weight Room.
		Justin Lamppa / Joseph Umlauf	justin.lamppa@minnesotanoth.edu	The Wrestling Assistant provides assistance to the Wrestling coaching staff and the Men's Athletic Director.
		Kyle Erickson	kyle.erickson@minnesotanoth.edu	The softball home game management position requires student to make sure water containers are filled, cups are available, have rosters ready, assists AD as needed, keep scoreboard updated and help clean up after games are completed.  This position requires statistic entry, equipment management and assisting head coach.
Leslie Reed	leslie.reed@minnesotanoth.edu	Volleyball home match workers include the following: libero tracker and ticket sales.  The volleyball student manager will put up and take down nets at each practice, air volleyballs, help set up the gym before all home matches.  Assistant Women's AD with rosters, web page updates, equipment and possible home game management.		
Itasca	Bookstore	Faith McBride	faith.mcbride@minnesotanoth.edu	Student will perform bookstore cashing, processing book orders, receiving book orders, shipping packages, inventory, filing, advertising, marketing, cleaning and all other jobs associated with bookstore operations

Itasca	Enrollment	Bill Marshall	william.marshall@minnesotanoth.edu	The Enrollment Services Assistant position provides support to the Enrollment Specialist on the Itasca campus. Duties include giving campus tours, preparing mailings, entering data into ISRS computer system, calling prospective students and applicants, and other duties as assigned.
Itasca	Library	Steve Bean	steven.bean@minnesotanoth.edu	Student duties include: staffing a primary campus service point and providing quality customer service; support the activities of the Faculty Librarian (LL, research, collection maintenance, etc.); provide technical and directional support (software, hardware, printer) for students, faculty, and staff; assist in circulation, shelving, materials processing, directional reference, and faculty support as directed; pick up sort, and deliver mail; organize and straighten books, magazines, clean tables, carrels, counters, and windows as needed
Itasca	Natural Resources	Lee Kessler	leland.kessler@minnesotanoth.edu	<p>The purpose of this position is to provide practical support for lab-oriented courses in the Natural Resource/ Wildland Firefighting program. The work-study individual is the key person to maintain wildland firefighting equipment provide support for equipment inventorying and maintenance, copying and record keeping, and assist faculty in lab preparations.</p> <p>The purpose of this position is to help with liaison to the UofM. Many of the field labs are accomplished on the UofM owned land. This position would be assigned to assist in collection of data on the research prior to our management (such as harvest, road reconstruction, planting and culvert replacement).</p> <p>The purpose of this position is to provide practical support for lab-oriented courses in the Natural Resource program. The work-study individual is the key person to maintain hand field equipment, provide office support for copying and record keeping, and assist faculty in lab preparations.</p> <p>The purpose of this position is to help NR faculty and Itasca staff with planning, maintenance and inventory of forested landscaped areas on the campus. This position would be assigned to assist in collection of data, planning and maintenance of campus wide areas (such as vegetative plantings, corrective pruning, specimen selection, weeding, mulching, and watering).</p>
Itasca	Administrative	Allison Geisler	allison.geisler@minnesotanoth.edu	The Student Services Clerical position seeks to assist counselors, advisors, the Financial Aid Office and the Registrar in all tasks necessary to maintain records and provide customer service to students, families, faculty and other staff.
Itasca	PE/HLTH	Leslie Reed	leslie.reed@minnesotanoth.edu	This secretarial position includes the following: mail duties, copying, creating rosters for all sports teams, scanning and assisting PE/HLTH teaching faculty.
Itasca	Peer Tutoring	Ann Vidovic and Elizabeth Gillman	ann.vidovic@minnesotanoth.edu	Peer tutors facilitate student learning by helping clarify specific course content and promoting the use of appropriate study strategies. Tutors may consult with faculty for course resources, guidance, and direction in their tutoring work. Tutors conduct regularly scheduled one-on-one and group tutoring sessions throughout the semester as needed and host face-to-face drop-in sessions on a weekly basis.
		Lynette How	lynette.how@minnesotanoth.edu	A student in good standing with the ability to connect with peers to review course material. This position will be scheduled around courses. This position may offer both Learning Community Room and zoom / virtual options. Hours of availability need to be clearly posted so peers can access the time.
Itasca	Residential Life/Housing	Ivan Bartha	ivan.bartha@minnesotanoth.edu	Student will provide relief support for Resident Assistants Support of monthly resident programs, perform clerical work at the direction of the Director, complete light custodial support for maintenance staff, perform occasional weekend snow removal, and assist during times when resident transition is busy.
Itasca	Student Life	Kim Damiani	kimberly.damiani@minnesotanoth.edu	This position will provide direct support to the student life director in the areas of student life and campus program outreach. Duties may include: creating and posting event flyers; assisting with event preparation and clean-up; on-site assistance with campus events; data entry from co-curricular assessments; typing of meeting minutes and agendas; and creating bulletin boards, organizing files, assembling mailings, etc. This position will also work with some events for the prospective student population.
Mesabi - Eveleth	Technical EMS	Alan Slatten	alan.slatten@minnesotanoth.edu	Student will fulfill the following needs: Making copies, filing and organizing; EMS skill exam patient / helper; College event assistant (school fairs and competitions); Equipment organization; Miscellaneous duties
Mesabi - Eveleth	Technical EMS	Laura Korpi	laura.korpi@minnesotanoth.edu	Student will fulfill the following needs: Making copies, filing and organizing; EMS skill exam patient / helper; College event assistant (school fairs and competitions); Equipment organization; Miscellaneous duties
Mesabi - Eveleth	Technical EMS	Matthew Ashmore	matthew.ashmore@minnesotanoth.edu	Student will fulfill the following needs: Making copies, filing and organizing; EMS skill exam patient / helper; College event assistant (school fairs and competitions); Equipment organization; Miscellaneous duties
Mesabi - Eveleth	Carpentry/Construction Trades	Leo Lukas	leo.lukas@minnesotanoth.edu	Maintenance of equipment and tools and cleaning of shops
Mesabi - Eveleth	Graphic Arts	Paul McLaughlin	paul.mclaughlin@minnesotanoth.edu	Student will help clean floors and counters including desks and perform tasks on equipment supervised by the instructor.
Mesabi - Eveleth	Welding	Randall Washenesky	randall.washenesky@minnesotanoth.edu	Prepare coupons and shop cleaning.
Mesabi - Virginia	Photography	Talicia Honkola	talicia.honkola@minnesotanoth.edu	The work-study is trained to work independently. The Photography Lab is a distance from the art room. Work-Study is required to monitor lab safety, mix required supplies/chemicals and complete cleaning duties.
Mesabi - Virginia	Ceramics			Student will maintain and mix glazes, combine and distribute clay, clean and organize the ceramic hand-building and potters wheel equipment, tools, and areas, and assist the Instructor in loading and unloading the kiln.
Mesabi - Virginia	Athletics	Brad Matuszak	bradley.matuszak@minnesotanoth.edu	Students will perform a variety of tasks such as cleaning and maintaining the locker rooms, weight room, fitness room, and vans. Students will also help on game nights, help with videoing, and with recruiting efforts.
		Christopher Vito	christopher.vito@minnesotanoth.edu	Students will perform a variety of tasks including working all home athletic events, helping with set up/tear down, and cleaning of locker rooms, weight room, and fitness center.
		Tom Inforzato	thomas.inforzato@minnesotanoth.edu	Job includes but not limited to - cleaning/maintaining athletic area and fitness center. Organizing equipment, sweeping floors, cleaning mirrors, mopping floors as needed.
		Sara Matuszak	sara.matuszak@minnesotanoth.edu	Students working as an athletics assistant will help with a variety of tasks including assisting with concessions, recording games, weight room maintenance. Students working as a faculty assistant will assist with copying, tutoring, study groups, etc.
Mesabi - Virginia	Financial Aid	Shari Christenson	shari.christenson@minnesotanoth.edu	Receive and return telephone calls, computer data entry and other office duties to assist financial aid staff. The student worker will also assist other students in the computer lab with the FAFSA, Loan Applications and e-Services.
Mesabi - Virginia	Human Services/ Addiction Studies	Mary Kay Riendeau	marykay.riendeau@minnesotanoth.edu	Student will assist in program operations including telepresence, web-conferencing, etc. They will also perform some secretarial duties and help with the Human Service Club.
Mesabi - Virginia	Maintenance/Facilities	Mark Morin	mark.morin@minnesotanoth.edu	Performs daily custodial duties in an assigned area, such as: mop floor, shampoo and vacuum carpets, wipe whiteboards, clean bathrooms, empty waste baskets, replenish expendable supplies, change light bulbs, clean walls, wash windows, clean locker rooms and weight rooms, etc.
Mesabi - Virginia	Administrative	Antavius Thomas	antavius.thomas@minnesotanoth.edu	Duties include coping, filing, and organizing papers; maintaining and upkeep our Multicultural Center; helping with setting up and breaking down campus life activities.
Mesabi - Virginia	Peer Tutoring	Holly DuChene	holly.duchene@minnesotanoth.edu	Students will be responsible for providing academic support to their peers in various subjects. Students will also assist in helping their peers with general study skills. Students will also be asked to assist at the centers front desk to help maintain record of the success center usage. Peer tutors will be required to attend in house workshops/activities to increase tutoring effectiveness. This will include (but not limited to) study skills, communication skills, trust building.
Rainy River	Art	Andrea Luella Gohl	andrea.gohl@minnesotanoth.edu	Duties will include cleaning and maintaining the studio space such as mopping, cleaning surfaces, putting away materials, organizing supplies, etc. Students will also follow safety protocol such as using proper lifting techniques and wearing personal protective equipment if necessary.
Rainy River	Maintenance/Facilities	Deseree Goulet	deseree.goulet@minnesotanoth.edu	Student will perform daily custodial duties including the following: mop floor, wipe whiteboards, clean bathrooms, empty waste baskets, replenish expendable supplies, change light bulbs, clean walls, wash windows, etc.

Rainy River	Library	Diane Raboin	diane.raboin@minnesotanoth.edu	Work at circulation desk in library. Assist students, faculty, staff, and community members with library services. Check books/DVDs in and out. Shelve returned books/DVDs. Process incoming journals and newspapers. Clean Library shelves, tables and circulation desk.
Rainy River	Nursing	Donita Ettestad	donita.ettestad@minnesotanoth.edu	Student will assist with a variety of tasks such as lab preparation for nursing simulations and labs, general lab maintenance, and Nursing classroom organization.
Rainy River	Administrative	Tammy Wood	tammy.wood@minnesotanoth.edu	Greet and help walk-in guests of the college. Answer incoming telephone calls and route to appropriate people. Accept deliveries from UPS, USPS and Fed Ex and check in. If for students, notify students and if for faculty or staff, place in their mail boxes.
Rainy River	Academic Support Center	Shelly Koenig	shelly.koenig@minnesotanoth.edu	Oversee the ASC making sure students are signing in, studying, and being respectful. You may also be called on to help another student understand their coursework or be able to point them in the right direction if you are unable to assist them. Finally, you are responsible to make sure that they hours students record are accurate.
Rainy River	Student Activities	Shelly Koenig	shelly.koenig@minnesotanoth.edu	Assist Activities Coordinator with events, flyer creation, calendars and coming up with new and fun activities that the students will enjoy.
Rainy River	Athletics	Bill Engel	william.engel@minnesotanoth.edu	Cleaning, organizing, washing uniforms, and practice gear as needed.
Vermilion	Veterinary Technician	Jessica Kainz	jessica.kainz@minnesotanoth.edu	The Kennel Care Assistant will provide kennel care for dogs and cats. They will guide students when needed and ensure all duties are completed and signed off and ensure all students are on time and working. This positions also requires student to be able to assess patient health and inform faculty in a timely manner if a problem is noted.
				The Vet Tech-Lab will oversee husbandry and maintenance of lab animal care, using checklists to ensure all duties are completed and signed off and ensure all students are on time and working. This positions also requires student to be able to assess patient health and inform faculty in a timely manner if a problem is noted.
				The Vet Tech-Kennel Room duties include: performing daily walk/play sessions with each dog, taking dogs out for bathroom breaks, enrichment activities for animals.
				This Vet Tech Tutor must be 1st or 2nd year Vet Tech student. This position will help students seeking academic help in all Vet Tech courses for the first year cohort. Students must have a recommendation from Vet Tech faculty/staff.
				This Vet Tech Tutor must be a 2nd or 3rd year Vet Tech student. This position will help students seeking academic help in all Vet Tech courses for the second year cohort. Students must have a recommendation from Vet Tech faculty/staff.
				The Vet Tech Assistant is primarily to help prepare and organize for incoming animals and helping instructors with any projects, inventory, updates etc. that are in need of being completed.
Vermilion	Chemistry	Roger Bontems	roger.bontems@minnesotanoth.edu	Help with experiment set-up and cleaning labware
Vermilion	Natural Resources Technology	Rita Koch	rita.koch@minnesotanoth.edu	This job serves in a support role for the Natural Resource Technology department. Some of the duties may include maintaining/repairing equipment, maintenance and cleaning of collections and specimens, inventory, setting up field labs, clerical tasks, and other tasks as assigned.
		Ryan Miller	ryan.miller@minnesotanoth.edu	As an NRT Work Study, you will be required to clean and maintain chainsaws, manage forestry and fire equipment, transport equipment to vendors/repair shops/other campuses in the area, and help set up labs. You would be expected to have a basic understanding of forestry, wildlife and fire tools and equipment. Many days will consist of outdoor work, in all weather conditions.
Vermilion	Water Resources/ Chemistry	Wade Klingsporn	wade.klingsporn@minnesotanoth.edu	Clean and organize Chemistry Lab, and other small duties.
Vermilion	Athletics	Aaron Bender	aaron.bender@minnesotanoth.edu	Student will work directly with the Athletic Director and Head coaches to provide game day support. Including filming of games, scoreboard operation, official scoring, and other duties assigned through out the sports seasons.
		Jake Myers	jacob.myers@minnesotanoth.edu	Assist coaches with loading trap house, helping clean up, scoring.
		Timothy Loney/ Dan Tharp	timothy.loney@minnesotanoth.edu / daniel.tharp@minnesotanoth.edu	The individual will help with some day to day operations of either the Men's or Women's Basketball program. The individual will be working on home game duties, such as stats, video recording, scoreboard operation and laundry services where needed.
		Dick Brooks	dick.brooks@minnesotanoth.edu	Organize Office filing in alphabetize order. Articulate and answer phone calls when supervisor not available. Taking and relaying detail messaging. Dictations of coaches meetings. Typing of practice plans.
		Thomas Coombe	thomas.coombe@minnesotanoth.edu	Baseball assistants are needed to perform a variety of tasks associated with Vermilion's baseball program. These tasks include field preparation, maintenance and upkeep during both the fall practice season and the regular season in spring. Baseball assistants may also be asked to help with game duties for football and basketball home games, including statistics, "chain crew" for football, and other game-day tasks.
Vermilion	Emergency Services	Alyssa Nelson	alyssa.nelson@minnesotanoth.edu	The Emergency Services Personnel worker helps with the EMR, EMT, Technical Rescue 1, and Technical Rescue 2 courses. The person for this job has some knowledge of EMS and Rescue equipment. Learning curve and on the job training can happen as well. This job will be in charge of maintaining, cleaning, and organizing equipment.
Vermilion	Enrollment	Louise Chase	louise.chase@minnesotanoth.edu	We are looking for highly motivated, organized and outgoing students to work in an exciting office, promoting Minnesota North, Vermilion. As an Ambassador, you will have an opportunity to be involved in campus functions and visit days.
Vermilion	Financial Aid	Ray Podominick	raymond.podominick@minnesotanoth.edu	Student workers will provide customer service to help students navigate the Financial Aid process from submitting necessary documentation to discussing payment options.
Vermilion	Food Service	Tamera Velcheff	tamera.velcheff@minnesotanoth.edu	Students will perform a variety of tasks including dishwashing, food service, operational tasks, etc.
Vermilion	Maintenance/Facilities	Ian Field	ian.field@minnesotanoth.edu	Student will perform daily custodial duties including the following: sweeping/mopping, cleaning computer labs, cleaning the library and gym, etc.
		Mathew Collins	matthew.collins@minnesotanoth.edu	Student will perform grounds/building maintenance including: mowing lawns, weed whipping, running the floor machine, etc.
Vermilion	Administrative	Michelle Zupancich	michelle.zupancich@minnesotanoth.edu	Cleaning cafeteria and kitchen area/ cleaning of bathrooms and housing spaces
Vermilion	Administrative	Michelle Zupancich	michelle.zupancich@minnesotanoth.edu	Duties will include managing mail, operating office equipment, answering phones, managing invoices, spreadsheet maintenance, etc.
Vermilion	Academic Advising	Molly Johnston	molly.johnston@minnesotanoth.edu	Student worker will support the Academic Advisors with general office duties. Duties may include copying, filing, making bulletin boards. This student worker will also assist with campus outreach to share relevant information.
Vermilion	Wilderness & Park Management	Alyssa Nelson	alyssa.nelson@minnesotanoth.edu	The Wilderness Aide position will be in charge of maintaining, cleaning and organizing all of the programs equipment. The person applying for this job should be a self starter and organized. This person in this position will hold a key to the wilderness equipment cabinet. Candidates for this position should be in the Wilderness & Park Management Program.
Vermilion	Peer Tutoring	Dick Larson	richard.larson@minnesotanoth.edu	Peer tutors facilitate student learning by helping clarify specific course content and promoting the use of appropriate study strategies. Tutors may consult with faculty for course resources, guidance, and direction in their tutoring work. Tutors conduct regularly scheduled one-on-one and group tutoring sessions throughout the semester and host face-to-face drop-in sessions on a weekly basis.
Vermilion	Housing	Siera Brazel	siera.brazel@minnesotanoth.edu	This position will be working under the Housing Director. Duties include: assisting students in checking in and out outdoor equipment, gun check in and out, and sorting mail. Additional duties include helping with intramural sports, hanging up signs, updating bulletin boards, and helping out on student orientation events.

Vermilion	Library	Chris Koivisto	chris.koivisto@minnesotanorth.edu	Library Aides provide staffing for the Library Circulation Desk. Serve as the initial point of contact for individuals entering and exiting the Library. Assist with daily library operations and conduct Library Circulation and Shelving activities. Assist students, faculty, staff, and community members with library services. Process incoming journals and newspapers. Participate/organize student focused library activities such as game nights.
Vermilion	Information Technology (IT)	Louise Schmitt	louise.schmitt@minnesotanorth.edu	Utilize Alma to locate material for student projects and check books in and out for the library. Assist students with log-in help for computers & software issues. Answer calls for the IT Support line. Label IT equipment via Excel for tracking and tracing. Organize IT equipment and ensure the space is clean.