

To apply:

1. Read the job description carefully. 2. Fill out the form below and save to your desktop. 3. Send an email to studentapp@library.umass.edu **with the name of the position in the subject line and your application (and any supporting documents) attached. Mac users should not use Preview to complete the application, please use Adobe Reader.**

Scanning Assistant for the Digitizing the War Experience project

The department of Special Collections and University Archives (SCUA) is looking for Scanning Assistants to help digitize selected photographs, letters, and other unique documents from collections with significant material related to the major American wars of the twentieth century. Touch history as you contribute to an effort to make important resources accessible for free on the web.

Skills required:

- Experience with PC computers: ability to open, rename, and save documents
- Ability to handle fragile documents with care
- Attention to detail

Tasks: scanning, identifying, and naming items, according to archival naming conventions, in several of SCUA's collections. This is a project-based position, with the bulk of the work to be completed during the fall semester.

Hours are available 9:00am-5:00pm, Monday-Friday, 10-20 hours per week.

Rate of pay: \$11.00/hour

Preference for students with work-study.

Student Information Sheet

Personal and Contact Information

Last Name _____ First Name _____ Middle _____

Campus/Local Mailing Address _____

Home Mailing Address (if different) _____

Email Address _____ Student ID (UCard) # _____

Cell/local phone # _____ Home phone (if different) _____

Undergraduate Graduate Major: _____ [gct of Grad: _____

Do you have a work-study award? Yes No I don't know Have you worked on campus before? Yes No

Will you have another job on campus this semester? Yes No If so, where? _____

Have you worked for the Library before? Yes No If so, when? _____

Student employees may not exceed eight (8) hours per day of work, combining all job schedules, both when classes are in or out of session.

Supervisor Use Only

Fall Spring Summer Intersession 20____ Pay Rate: A B C D

Supervisor: _____ Department: _____

Hours per week (approximate): _____ New Hire Returning Student

Library Office Use Only

EMPLID: _____ Rec # _____ Active date _____

SS # _____ PAF # _____

Split position? _____ Switch funding: _____

Availability

Please check days/times you would be available to work.

	SUN	MON	TUE	WED	THUR	FRI	SAT
8-9am							
9-10							
10-11							
11-12							
12-1pm							
1-2							
2-3							
3-4							
4-5							
5-6							
6-7							
7-8							
8-9							
9-10							
10-11							
11-12							
midnight-8am							

Work History

Please describe your recent work history (you may attach additional sheets if desired).

Company/Organization	Dates of Employment:
Supervisor Name	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:
Job description/duties:	

Company/Organization	Dates of Employment:
Supervisor Name	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:
Job description/duties:	