

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.**

Five Colleges, Incorporated
Job Description 2018-2019

Job Title: Depository Student Assistant
Status: Non-exempt, no benefits, average 10 hours/week (not to exceed 15 hours/week). **Work- study required.**
Pay Rate: \$12.00/hour
Supervisor: Depository Associate, Ida Hay

General Statement of Duties:

Duties include:

- Re-shelving of individual books and trays of books.
- Retrieval of books from the shelves, using article citations
- Assemble cardboard trays for containing depository materials
- Other duties as assigned

Information about the Depository:

The Five College Library Depository (FCLD) is a high density storage facility for the lesser-used materials from the libraries of Amherst College, Hampshire College, Mount Holyoke College, Smith College, and the University of Massachusetts Amherst, located off Rte. 116 in South Amherst.

See: <http://www.fivecolleges.edu/sites/depository/>

Minimum Qualifications:

- The job requires the ability to lift up to 50 pounds and comfortably work at a height of up to 10 feet.
- Transportation to and from the facility is the responsibility of the employee.
- Excellent attendance.

- Ability to work independently and complete projects efficiently.
- Attention to detail and organization.
- Ability to climb stairs

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:	

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Supervisor Name	
May we contact for reference? <input type="checkbox"/> Yes <input type="checkbox"/> No	Phone Number:
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