

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.**

### **Stacks Management Student Assistant**

Stacks Management is responsible for maintaining print collections in the Du Bois library:

#### **Duties:**

- Sort, shelve and locate books and materials accurately by call number.
- Load, transport, deliver and unload book trucks full of materials.
- Retrieve requested materials from the stacks floors of the Du Bois tower.

#### **Requirements:**

- Attention to detail, conscientiousness and accuracy in performance of duties are critical in a research library environment.
- Demonstrate successful completion of LC call number training (number and letter sequences).
- Ability to lift 30 pounds and shelve, shift, and move books and materials.
- Ability to work independently and follow instructions.

Work Study strongly preferred.

**Hours available:** Monday-Saturday shift varies

**Pay rate:** \$12.00/hr

# 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:
Job description/duties:	