

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 Visibility for Disability Digitization Project

The Special Collections and University Archives are looking for Scanning Assistants to help digitize collections that explore the experience of disability in the United States and the evolution of the disability rights movement. Touch history as you contribute to an effort to make these documents and photographs 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 in collections identified as part of the Visibility for Disability project.

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

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) _____

F1 J1 Resident Alien

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 _____

PAF # _____

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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