

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](mailto: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 MacConnell Aerial Photograph Digitization Project**

The department of Special Collections and University Archives (SCUA) is looking for Scanning Assistants to help digitize aerial photographs from the MacConnell Aerial Photograph Collection. 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
- Basic familiarity with Google Docs, in particular Google Spreadsheets.
- 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 and possibly early Spring semester.

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

**Rate of pay:** \$12.00/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:	

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