

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.**

UMass Amherst Library  
Job Opening

### **Library Communication Assistant**

The Library is committed to providing closed captioning for viewers and we remain on the forefront of making our scholarly resources available to all. We provide important information to individuals who are blind and visually or audibly impaired about the visual and textual elements of filmed events and exhibits through the use of narrative audio tracks.

#### **EXAMPLES OF DUTIES:**

The Library Communication Assistant will:

1. Produce captions and subtitles for library video productions; Master knowledge of library captioning procedures and systems; review and cleanup of completed captions for archiving and file delivery; time captions to video.
  2. Create, reformat, and edit captions for videos to be distributed on a variety of platforms. The captions and subtitles must reflect English grammar, eliminating and correcting errors in spelling, punctuation, and syntax.
  3. Assist with event coordination, promotion, and execution.
  4. Helps post signage and posters throughout libraries and campus.
  5. Distributes publications and promotional materials throughout libraries.
  6. Assists with inventory and distribution of promotional materials.
  7. Assists with donor stewardship and donor acknowledgment activities including producing electronic and handwritten thank-yous, and making thank you calls on behalf of the library.
  8. Produce and assist in production of short videos for social media.
  9. Filing, organizing, and other duties as assigned.
- C. **MINIMUM QUALIFICATIONS:** (Minimum required level of education; required licenses; years and nature of related experience; unique requirements related to physical ability, travel, working evenings and weekends, etc.)
1. Experience working on Macs and PCs; familiarity with video production software
  2. Excellent organizational, interpersonal, verbal and written communication skills
  3. Handle personal information with extreme confidentiality
  4. Experience with spreadsheets, word processing, electronic calendars, and central data systems
  5. Excellent interpersonal skills including tact, diplomacy, enthusiasm, and confidence.
  6. Ability to take initiative, work independently, follow through and meet deadlines

# Student Information Sheet

<b>Spire #:</b> _____	<b>Date:</b> _____
PLEASE PRINT	
Name (Last) _____ (First) _____ (M.I.) _____	
Local Address _____ Phone ( ) _____	
Permanent Address _____	
Phone ( ) _____ Email _____	
Class of 20 ____ Major _____	
Do you have a work study award? <input type="checkbox"/> YES <input type="checkbox"/> NO	
Have you worked for the Library before? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, when/where</b> _____	
Will you have another job on Campus during this semester? <input type="checkbox"/> YES <input type="checkbox"/> NO <b>If yes, when/where</b> _____	
<b>Check all that apply:</b> <input type="checkbox"/> Undergraduate Student <input type="checkbox"/> Graduate Student <b>Resident Status:</b> <input type="checkbox"/> US Citizen <input type="checkbox"/> FI <input type="checkbox"/> JI <input type="checkbox"/> Resident Alien	
<b>OFFICE USE PS: 10</b> _____ <b>Rec:</b> _____ / _____ /20__ <b>Init:</b> _____ <b>W/S Y / N</b>	

**Availability:** Check the boxes to correspond with the times you **CAN** work

	8 am	9	10	11	12:00 PM	1	2	3	4	5	6	7	8	9	10	11	12:00 AM	1	2	3	4	5	6	7
Sunday																								
Monday																								
Tuesday																								
Wednesday																								
Thursday																								
Friday																								
Saturday																								

**Employment Record:** List last job held

Please describe your recent work history (attach additional sheets if necessary).

Company/Organization:	Dates of Employment: <small>(mm/yy - mm/yy)</small>
Supervisor Name:	
May We Contact?	Phone Number:
Job Duties:	

Date: <small>(mm/dd/yy)</small>	Signature of Applicant:
------------------------------------	-------------------------

**Personnel Action Taken**

Work Start Date	Department	Pay Grade	Pay Rate	Number of Hours	Supervisor's Signature