

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.

Reserves Student Library Assistant

Job Overview:

Student employee is responsible for processing items placed on physical reserve in the library as well as processing digital reserve requests; working with Library software including Aleph and Ares.; working with digital media editing software.

Requirements:

Basic knowledge of Microsoft Word and Excel required and familiarity using Adobe Acrobat preferred. Student will have attention to detail; work well and accurately with tight deadlines; excellent customer service skills, reliability, ability to work in a team environment while also working independently. Excellent oral and written communication skills; Comfort with learning new technology.

Work Shifts: 8-20 hours/week. Summer employment availability as well as academic year preferred. Preferred candidates will be available to work more than one academic year.

Pay Rate: \$12.25/hour

Student Information Sheet UMass Amherst Libraries

Date _____ Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____ Email _____

Class of 20 _____ Major _____

Do you have a work-study award? YES NO

Have you worked on campus before? YES NO

Have you worked for the Libraries before? YES NO

Will you have another job on campus during this semester? YES NO

If yes, in which department is your other job? _____

Check all that apply:

Undergraduate Student

Graduate Student

Resident Status:

U.S. Citizen

F1

J1

Resident Alien

Availability (Please list the hours you are available):

	Overnight (12 midnight-8 a.m.)	Morning (8 a.m.-12 noon)	Afternoon (12 noon-5 p.m.)	Evening (5 p.m.-12 midnight)
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Friday				
Saturday				

Employment Record: List last job held. (Optional: Attach resume)

Company/Organization _____ Dates of Employment _____

Supervisor's Name _____ May we contact? YES NO

Job Duties:

For Library Supervisor to fill out:

Employment Period	Start Date	Library Department	Pay Grade	Pay Rate	Hours Per Week	Supervisor's Signature
<input type="checkbox"/> Academic Year <input type="checkbox"/> Summer			<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C <input type="checkbox"/> D			

For Library HR:

Employee ID _____ Rec #: _____ W/S: YES NO

1. Please describe your experience working with technology, including hardware (e.g. PCs, Macs, scanners) and software (e.g. Microsoft Office, Adobe Creative Suite). Please specify the level of your knowledge/skill (e.g. basic, considerable, proficient) for each of the areas you mention.
2. Please describe any customer service experience you have had.
3. Please describe your experience working as part of a team.