

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.

Five Colleges, Incorporated
Student Job Description 2019

Job Title: Library Repository Student Assistant
Status: Non-exempt, no benefits, average 10 hours/week. Work-study required.
Pay Rate: \$12.00/hour
Supervisor: Repository Assistant, Ida Hay

General Statement of Duties:

Duties include:

- Re-shelve individual books and trays of books.
- Retrieve books from the shelves, using article citations
- Assemble cardboard trays for containing depository materials
- Other duties as assigned

Information about the Repository:

The Five College Library Repository (FCLR) is a high density storage facility for the lesser-used materials from the libraries of Amherst College, Hampshire College, Mount Holyoke College, Smith College, and the University of Massachusetts Amherst, located off Rte. 116 in South Amherst.

Hours of operation: **8:30 AM to 4:30 PM weekdays**

Please see: <https://www.fivecolleges.edu/libraries/depository>

Minimum Qualifications:

- Ability to lift up to 50 pounds and comfortably work at a height of up to 10 feet.
- **Transportation** to and from the facility is the responsibility of the employee.
- Excellent attendance.
- Excellent organizational skills
- Ability to work independently and complete projects efficiently.
- Attention to detail.
- Ability to climb stairs

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