

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.

Research Services Student Assistant

Background

Research Services in the W.E.B. Du Bois Library seeks student workers to join us in supporting teaching, learning and research at UMass Amherst. We are actively committed to creating an inclusive environment where library users are empowered to critically engage with diverse perspectives and ideas. Working alongside the librarians who support departments and programs across the university, Research Services Student Assistants will have the opportunity to make a direct impact on the library users' research and learning experience while developing a robust set of skills with broad applications.

Job Overview

The majority of the work that the student will perform is manual data review, cleanup, and entry in LibGuides, which hosts library research guides, and other platforms to provide a smooth experience for users of the UMass Amherst Libraries website. At times they will also assist liaison librarians with collection development, instruction, and other projects. This may include reviewing gift books, statistical analysis, and providing topical research support. The student employee may also be asked to represent the Libraries at outreach events such as orientations.

You do not need experience with this software and training will be provided.

Work Shifts

- 14 hours/week on average
- Shifts scheduled Monday through Friday between 9am and 5pm
- Summer employment will be available beginning in 2020

Pay Rate

- \$12.25/hour

Work Study Status

- Work study accepted but not required

Supervisor

- Anthropology & Area Studies Librarian, Kayleigh Fischietto

Minimum Qualifications

- openness to learning new skills
- ability to manage time efficiently
- ability to communicate effectively with diverse groups of people
- ability to learn new technology
- strong attention to detail
- ability to work independently and collaboratively

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