

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.

Student Information Sheet

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.**

Library Technology Services (LTS) Student Assistant Technician

Duties:

Maintain, image, upgrade and deploy computers and misc. equipment.

Install software and drivers.

Help maintain a hardware inventory database

Assist Staff with hardware and/or software questions

Help maintain a clean and organized workplace (Cleaning and wire management).

Help with any other tasks or projects for the LTS or other departments of the library as needed.

Requirements:

Excellent working knowledge of computer equipment

Working knowledge of Windows 10 and MS Office 2016 (or newer)

Current experience with hardware and software installation

Ability to lift computers/monitors/printers

Must commit to a minimum of 10 hours per week scheduled in no less than 2 hour blocks

Successful candidates should be detailed oriented, dependable, and able to work independently when necessary

Preferred Experience:

Hardware knowledge (PC building, parts installation and replacement)

Updating drivers and BIOS/UEFI

Ability to install an Operating Systems and software

Please tell us about your technical experience. Please use the above items in the requirements sections to base your answers on.

What prompted you to apply to this position?

Describe your favorite technology related project (school/work/personal) that you have been a part of.
Why was it your favorite?

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