

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.**

Scanning Assistant for the Visibility for Disability Digitization Project

The Special Collections and University Archives are looking for Scanning Assistants to help digitize collections that explore the experience of disability in the United States and the evolution of the disability rights movement. Touch history as you contribute to an effort to make these documents and photographs accessible for free on the Web.

Skills required:

- Experience with PC computers (ability to open, rename, and save documents)
- Ability to handle fragile documents with care
- Attention to detail

Tasks: Scanning, identifying, and naming items in collections identified as part of the Visibility for Disability project.

Hours are available between 9am-5pm Monday-Friday, 10 hours per week.

Work study required.

\$12.75/hour, 10 hours per week

Hours available: Monday-Friday 9am-5pm

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.

How do you approach learning new skills? You may wish to describe an experience you have had learning a new skill at school, work, or another context.

Is there something else that you'd like to share about your skills or experience that makes you a good candidate for this position?

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