

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.**

Stacks Management Student Assistant

Stacks Management is responsible for maintaining print collections in the Du Bois library:

Duties:

- Sort, shelve, and locate books and materials accurately by call number.
- Load, transport, deliver, and unload book trucks full of materials.
- Retrieve requested materials from the stacks floors of the Du Bois tower.

Requirements:

- Attention to detail, conscientiousness, and accuracy in performance of duties are critical in a research library environment.
- Demonstrate successful completion of LC call number training (number and letter sequences).
- Ability to lift 30 pounds and shelve, shift, and move books and materials.
- Ability to work independently and follow instructions.

Work Study strongly preferred. Position begins immediately, with the possibility for continuing through the academic year.

Pay rate: \$13.00/hr

Have you worked in a library before?

Have you ever done a job that required strong organizational skills?

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