

Title: Hourly Graduate Student Worker (Temporary)

Department: Science and Engineering Library, University of Massachusetts Amherst Libraries

Pay: \$38.89/hour

Start Date: June 23rd, 2025 to August 29th, 2025 (10 weeks)

Hours: approx. 15 hours per week

How to apply

Please forward your resume and a short cover letter to the University Libraries' Business Office (jchartier@umass.edu)

Description

UMass Amherst Libraries is seeking to hire two hourly graduate student workers to enter bibliographic data into a database of systematic reviews and other evidence syntheses published by UMass Amherst faculty.

Key duties include:

- Provide clerical support for the project team.
- Confirm that records meet pre-determined eligibility criteria.
- Enter data from eligible records into the project database.
- Confirm the identity of UMass authors by searching publicly available web resources.
- Check in with the main project team on a regular basis.

The position will be hired for June 23rd on an hourly basis through the University of Massachusetts Science & Engineering Library. This is a flexible work opportunity that may be performed remotely or on-site in the staff offices at the Science & Engineering Library, though in-person attendance of weekly team meetings is expected.

Required

- Fluency with MS Office suite, especially Word, Outlook, and Excel.
- Strong curiosity and tendency to ask good clarifying questions.
- Ability to maintain a steady work output and accomplish data entry targets in a timely manner.
- Prompt, clear, and responsive email communication.

Preferred

- Background, experience, or interest in information science and/or library science.
- Background knowledge about systematic reviews, scoping reviews, or other evidence syntheses.

As required by the Graduate School, hourly graduate student employees must register for continuous enrollment status over the summer. Continuous enrollment does not incur a fee in the summer semester.