

To apply:

1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to hobbie@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. No resume necessary.**

Interlibrary Loan Department Student Assistant

Job Overview:

The Interlibrary Loan Department is responsible for borrowing materials needed by UMass students, faculty and staff from the institutions around the world. ILL is also responsible for lending our materials to other institutions around the world. our student assistants are vital to ILL achieving these functions in a timely and accurate manner. The main duties of ILL student assistants include retrieving items from stacks, using multiple specialized software programs to scan and deliver articles and packing books to be mailed. Due to high volume of work that needs to be completed daily, dependability is essential.

Minimum Qualifications:

- Proficiency and comfort with computer hardware and software.
- Ability to work independently
- Ability to learn new skills quickly
- Problem solving skills
- Dependability
- Ability to bend, lift heavy volumes on both high and low shelving, and push a heavy book truck.
- Ability to follow written and verbal directions in English
- Attention to detail

1. Have you worked in a library previously, either academic (School) or public library?

2. Please describe any jobs you may have held that included working as part of a group or team?

3. Why are you interested in applying for this position in Interlibrary Loan?

Student Information Sheet UMass Amherst Libraries

Date _____ Spire #: _____

Name (Last) _____ (First) _____ (M.I.) _____

Local Address _____

Phone _____ Email _____

Class of 20____ Major _____ Graduate Program Director _____

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