

To apply:

1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to [mdmaynard@library.umass.edu](mailto:mdmaynard@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.**

# Mail Room & Receiving Student Assistant - Summer 2026

## **Qualifications:**

Reliability and punctuality extremely important  
Valid driver's license required.  
Ability to lift heavy objects (70 lbs.)

## **Skills Required/Job Duties:**

Assist with pick up of mail from the USPS facility  
Deliver mail and packages to various offices in the library  
Hand deliver courier mail to the Whitmore building and branch Libraries  
Receive deliveries from: UPS, FedEx, W.B. Mason, DHL, etc.  
Deliver copy paper to various Library offices

## **Hours required:**

### **Monday-Friday**

8:00AM-1:00PM Shifts are 8:00AM-11:00AM and 11:00AM-1:00PM

\*Must be able to work posted hours\*

## Questions:

1. The Library relies heavily on mailroom student assistants and their ability to be on time and work the shifts as scheduled. Do you feel you are a punctual and reliable person?
2. Have you ever driven a large van and do you think you will be able to handle driving a large van?
3. Do you feel comfortable completing tasks unsupervised?

## 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