

To apply:

1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to jchartier@umass.edu **with the name of the position in the subject line** and **your completed application and student information sheet attached.**

Business Office Student Assistant Job Duties

- Assist Dean's Suite staff with administrative tasks and projects as needed. Run reports, data entry, analysis and tracking.
- Monitor and respond to emails in the Business Office general email account. Send out weekly/monthly reminders.
- Light financial and bookkeeping support.
- Assist in developing, deploying, and presenting onboarding materials for staff.
- Restock 4th Floor Breakroom and keep an inventory of supplies that are needed. Work with the Business Office staff on what supplies are low in stock and need to be re-ordered.
- Greet and guide student employees through the required paperwork that is needed to hire them. Provide completed documents to Business Office staff for completion of hiring process.
- Various office tasks such as: scanning, filing, organizing, answering phones, walking deposits to Whitmore, greeting guests who come into our office and provide coverage for office staff when needed.

Qualifications

- Excellent attention to detail
- General knowledge of office administrative
- Working knowledge and experience with Microsoft Office Suite including Word and Excel. Working with Outlook and organizing network drive folders
- Ability to learn new applications including the University's financial and procurement systems (PeopleSoft, Buyways, Summit)
- Excellent customer service and communication skills
- Ability to exercise sound judgement and discretion in handling confidential information.

Hours Available

- 12+ hours / week between 9 am and 4 pm, Monday - Friday

Business Office Student Assistant Candidate Questions

1. What skills do you have that you think would benefit the Libraries' business office?
Examples can be administrative related, life skills, creative, sports related, etc.
2. When was a time that you encountered a difficult situation and how did you approach it? What was the outcome, even if it was not what you would have wanted? What did you learn from the experience?
3. What do you want to gain from your time as a student employee in the Libraries' business office? Or if you are unsure, what do you value as useful experience for your future?
4. Tell us something(s) about your character that you are proud of and why? Be positive!

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
☐ Academic Year ☐ Summer			☐ A ☐ B ☐ C ☐ D			

For Library HR:

Employee ID _____ Rec #: _____ W/S: ☐ YES ☐ NO