

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 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 - Fall26/Spring27

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

For Library HR:

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