

To apply:

1. Read the job description carefully.
2. Fill out the form below and save to your desktop.
3. Send an email to studentapp@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.**

UMass Amherst Libraries
Student Employment Opportunity

Libraries Outreach Assistant

General Description:

The Outreach Assistant provides support for the Libraries' Outreach Series and other undergraduate - focused programming during the semester that take place throughout the Libraries to provide students with opportunities to relax, have fun, and connect.

The OA reports to the Director of Communications, with additional oversight from the Director of Stewardship

Specific Duties:

Hands- on assistance during events (Thursdays, 5 -9 p.m. during the semester)

Help produce promotional materials needed for events, including buttons, prizes, signs, and peer - to - peer communication.

Help with physical set - up and breakdown of events in various spaces throughout the Libraries

Promote events on their social media

Help invite and collect feedback from students about programming

Minimum Requirements:

Sense of Humor

Creative

Ability to maneuver sometimes unwieldy materials in and out of the elevators

Social Media Skills

A desire to learn more about the Libraries

Not easily bored by repetitive tasks (i.e. button - making)

1. Please tell us what interests you about this position and the Libraries and why you feel you are an ideal candidate.

2. Please share any non-profit, volunteer, or customer service experience you may have.

3. Are you available to work 10-15 hours per week and occasionally evening hours for special events, with notice?

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
<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