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.**

Library Technology Services Student Assistant Technician

Duties: Image, upgrade and deploy computers and misc. equipment. Install software, drivers, and firmware on computers and other misc. equipment. Help maintain an inventory database on a Microsoft Access Database.

Requirements:
Excellent working knowlege of computer equipment (Desktops, laptops, monitors, peripherals)
Working knowledge of Windows Operating Systems and MS office/office 356
Ability to understand complex written and oral instructions
Current experience with hardware and software installation
ability to lift 50lbs (Computers/Monitors/Printers)
Must commit to a minimum of 10 hours per week scheduled in no less than 2 hour blocks
Successful candidate should be detailed oriented, dependable, and able to work independently when necessary

Preferred Experience:
Hardware knowledge (PC, building, parts installation and replacement)
Updating drivers and BIOS versions
Knowledge of installing a fresh version of an operating systems and software
Microsoft Access Databases

1. Please tell us about your technical experience. Please use the above items in the requirements sections to base your answers.

2. What prompted you to apply to this position?

3. Describe your favorite technology related project (School/work/personal) that you have been part of? Why was it your favorite?

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: Δ YES Δ NO