

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](mailto: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.

## **Student Assistant Library Data Services**

### **Job Description**

The student employee is tasked with assisting with editing, moving and loading data and metadata related to Library Data Services. Examples include editing, normalizing and reviewing data and text in spreadsheets, moving data into library systems like ScholarWorks and GeoBlacklight, and performing basic quality control on data and metadata.

### **Minimum Qualifications**

- Experience with Microsoft Excel, Microsoft word and other text editors.
- Experience using structured data (Spreadsheets, CSV, XML, etc.)

### **Preferred Qualifications**

- Familiarity using bulk editing tools or macros in MS Excel
- Experience with OpenRefine.
- Experience using JSON or XML structured data

### **Hours:**

- Hours flexible, to be scheduled between 9am and 5pm M-F.

## 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