

## Oregon Institute of Technology Library Application for Employment

**Date of Application:** \_\_\_\_\_

Last Name  First Name

OIT ID Number

Phone (  )  E-mail Address

Campus Address

Permanent Address   
*(if different)*

Emergency Contact   
*(name & phone)*

Do you currently work on campus?  Yes  No If yes, how many hours?

Other current employment:

Do you have a *Work Study* financial aid award?  No  Yes If yes, amount \$  per year

Please check your status  Freshman  Sophomore  Junior  Senior

Hours enrolled:  Major:  Expected graduation date:

Describe any previous work experience in a library, whether paid or volunteer:

Other work experience *(list most recent first)*:

From	To	Employer	Supervisor	Phone or E-mail

List computer software programs that you have used:

List three references *(list phone or e-mail contact)*:

Name:	Contact:
Name:	Contact:
Name:	Contact:

**OVER, PLEASE →**

How many hours would you like to work? No less than:  No more than:

Please **block out** hours you are **NOT AVAILABLE** for work due to prior commitments.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
7 :15AM						<b>Closed</b>	
8 AM							
9 AM							
10 AM							
11 AM							
12 Noon							
1 PM							1-5 pm
2 PM							
3 PM							
4 PM							
5 PM					To 5pm		
6 PM					<b>Closed</b>		5-9:30 pm
7 PM							
8 PM							
9 PM							
9:30 PM							

Note: We will schedule you around your available hrs; the schedule that you receive will be for the duration of the term.  
PLEASE: Attach a copy of your class schedule for the term in which you are applying to work.

**Student Library Assistant: Duties and Responsibilities**

- Reshelve library materials accurately, efficiently, and on a daily basis.
- Respond to patron inquiries and provide basic referral and informational services.
- Circulate library materials efficiently and accurately using the Millennium Circulation system.
- Use Hedgehog and Summit Catalogs effectively and instruct patrons in their use.
- Know location of basic reference materials such as dictionaries, encyclopedias, almanacs, etc..
- Answer phones, direct calls, answer caller questions, and take phone messages.
- Conduct searches and retrieve materials as directed.
- Have a good understanding of library policies and procedures and effectively communicate them to patrons.
- Operate and resolve common problems with library equipment, including computers, printers, microform readers, and photocopiers.
- Assist with library projects including shifting, shelf reading, and other tasks as assigned.
- Correctly process financial transactions.
- Assist with opening and closing procedures as assigned.
- Assist with various other circulation and technical-services duties such as: cataloging, processing materials (books, serials, AV materials, etc.), binding and mending materials, processing course reserves, interlibrary loans, and Summit borrowing/lending items.

**Expectations for Performance**

- Dependable and reliable—arriving to work on time and performing all duties with care.
- Inform supervisor of future absences ASAP or, if late, calling ahead.
- Employees are expected to work shifts as assigned or to find coverage when absent.
- Project a professional appearance—greet patrons, remain aware of activity around the desk.
- Display a willingness to learn new tasks and to take on new responsibilities.
- Display a willingness to work evening and weekend hours when possible.
- Show initiative—don't wait to be assigned a task, ask what needs to be done.

**PLEASE READ AND SIGN**

I have read the job description and expectations above and accept these as conditions for employment. I understand that (1) student employment may not exceed 20 hours (while classes are in session) per week for all campus jobs; (2) employment is for the term (or both summer terms) **including final exam periods**; and (3) student assistant employment may be terminated at any time due to misconduct, poor work, unexcused absence, or habitual tardiness.

Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

*Note: In accordance with federal and state laws, it is OITs policy to provide equal employment opportunities (EEO). International students may need to fill out additional paperwork at the payroll office before being hired.*