

Student Employment Requisition Form

*Instructions for supervisors: Fill out the form and submit to
stuempl@library.berkeley.edu*

Job #: 240	Work-Study required? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Date: 2/3/14
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Department: Earth Sciences and Map Library

Classification and pay rate: Student Asst I, Level 1, \$10.60/hr	Supervisor: Zachariah Veley
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Work Schedule

<p>How many hours per week will the student need to work?</p> <p>(a) <i>Minimum</i> hours/week: 9</p> <p>(b) <i>Maximum</i> hours/week: 15</p> <p>(c) <i>Minimum hours needed per shift: 2</i></p>	<p>Indicate the specific work hours needed:</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #333; color: white;"> <th></th> <th>7</th><th>8</th><th>9</th><th>10</th><th>11</th><th>Noon</th><th>1</th><th>2</th><th>3</th><th>4</th><th>5</th><th>6</th><th>7</th><th>8</th><th>9</th><th>10</th><th>11</th> </tr> </thead> <tbody> <tr style="background-color: #eee;"> <td>Mon</td> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input checked="" type="checkbox"/></td><td><input 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Job Description

Duties: Circulation Desk (public service) work, book/map filing, map processing projects, answer phone calls, provide basic reference service, check out/in library materials, shifting, searches, shelf/drawer reading, statistics, office/clerical jobs, and other duties as assigned. Selecting/sending items to bindery and/or large-format scanning projects may also be assigned to selected students.

Required qualifications: Detail oriented, approachable, self-motivated, and a willingness to help patrons. Must be able to carry 5-15 pound books, push full book carts, and carry large map folders. Must be dependable and reliable. Applicant needs to commit to working three semesters of work.

Desired qualifications: Quick learner and a strong interest in assisting patrons with map questions.

Special notes (Including Shift Notes): Required to be available to work one evening shift per week (M-Th; 5-7pm) during Fall/Spring semesters. Student employees are not allowed to study while at work. Prefer applicants who can work at least 3 days per week, however all applicants are encouraged to apply.

DEAD WEEK/FINALS: Applicants are required to work during Dead Week and Finals Week (the same number of hours worked per week during the semester). Work shifts are scheduled around paper deadlines, exams, study sessions, and other obligations.

INTESESSION HOURS: Not required but helpful if you desire hours; must be able to work during operating hours (M-F; 9-5). Work shifts are flexible and can be scheduled around personal time off (such as visiting home during the holidays).