

## Student Employment Requisition Form

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

<b>Job #:625</b>	<b>Work-Study required?</b> <input checked="" type="checkbox"/> <b>Yes</b> <input type="checkbox"/> <b>No</b>	<b>Date: 08/11/14</b>
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**Department: Catalog**

<b>Classification and pay rate:</b> Student Asst I, Level 1, \$10.60/hr	<b>Supervisor: Tonette Mendoza</b>
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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: <b>10</b> during semester</p> <p>(b) <i>Maximum</i> hours/week: <b>39</b> during breaks</p> <p>(c) Minimum hours needed <i>per shift</i>: <b>2</b></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: black; 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: #f2f2f2;"> <td><b>Mon</b></td> <td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input type="checkbox"/></td><td><input 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### Job Description

**Duties:** Search OCLC online database to find records matching new library books. Search Millennium catalog to verify the library's current holdings and to check for duplicate call numbers. Input data and add records to our catalog.

**Required qualifications:** Familiarity with computers required. Knowledge of English and one Western European language (French, Germanic (German, Swedish, Norwegian, etc.), Italian, Portuguese, Spanish) required. Exhibit a strong work ethic and **excellent attention to detail**; must be self-motivated and able to work independently or part of a team, efficiently, and take initiative when work flow varies; able to assist other units when necessary; Ability to work in a minimum of two hour blocks of time. **Willing to work during winter, spring and summer breaks**

**Desired qualifications:** Basic knowledge of OSKICAT, MILLENNIUM & MELVYL and other computer programs a plus.

**Special notes (Including Shift Notes):** **Minimum \$3,500 Work Study required. During initial training, work hours are: 9am–5pm, Mon-Fri. After training, during semester 8-5, Mon-Fri.**