

EMPLOYMENT INFORMATION

When may I apply for work in Library?

Applications are accepted throughout the year.

Do I need a work study award to work in Library?

The Library hires students with or without a work study award.

Why do I have to submit a resume with the application?

Library supervisors contact your work or volunteer references before deciding to hire new student employees.

If you do not have a prepared resume, list the following:

Work or Volunteer experience:

Name of employer, dates worked, job title, duties, telephone, and address

Work or Volunteer References: (3 each)

Name, title, telephone, address

How many class credit hours must I take to be considered for a student employee position?

Students must be scheduled for at least 6 credit hours to qualify for student employee employment.

International students must maintain full time student enrollment status.

What will occur after I apply?

Library unit supervisors review applications submitted and contact students whose skills, work experience, and schedules appear to match the requirements for available positions in their unit.

Unit supervisors contact applicants by telephone for interviews.

What do I do if I'm not hired this term?

Applications are held in the Library's active student employee application files for one academic year. To keep your application current, submit an updated class schedule each term.

HAMERSLY LIBRARY UNIT DESCRIPTIONS

Administrative Services **Mon - Fri 8 AM-5 PM**

Coordinates business operations and provides administrative support to the Dean of the Library.

Student Employee duties include reception, clerical support using variety of computer software.

Archives **Mon - Fri 8 AM-5 PM**

Provides access to and maintains the archives collections.

Student Employee duties include organizing, processing and researching the collections, data entry, scanning, word processing and general office tasks.

Exhibits **Mon - Fri 8 AM-5 PM**

Coordinates installation of exhibits in the Library and facilitates general building maintenance.

Student Employee duties include assistance with exhibits, word processing, web authoring, spreadsheets, and general office tasks.

Collection Development **Mon - Fri 8 AM-5 PM**

Coordinates selection and acquisition of print and electronic materials for Library collections.

Student Employee duties include assisting with acquisitions, preparing print and electronic journals for patron use, clerical support and basic programming depending on student skills.

Technical Services **Mon - Fri 8 AM-5 PM**

Cataloging, and processing of all materials added to the Library collections.

Student Employee duties include preparing print and non-print materials for patron use; searching for and updating records in online catalogs and databases; mending, filing, and retrieving library materials.

Instruction and Outreach **Mon - Fri 8 AM-5 PM**

Provides instruction to students, campus and community groups.

Student Employee duties include assisting with tours of the library, incidental computer support, data entry and clerical support.

Public Services **All Hours Library is Open**

Provides information and research assistance, facilitates access to materials, manages use of and maintains the public areas.

Student Employee duties include patron interaction and assistance, processing of materials requested from other libraries, shelving, clerical support, review and maintenance of facilities, furnishings, and equipment.

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WESTERN OREGON UNIVERSITY

Your success is our mission

HAMERSLY LIBRARY

STUDENT EMPLOYEE APPLICATION

The Library supports Western Oregon University's dedication to student success and enhances its commitment to discovery, creativity, critical thinking, and diversity by providing and encouraging the use of quality information, media resources, and services.