

Date: \_\_\_\_\_  
Have you filed your FAFSA? Yes\_\_\_ No\_\_\_  
Did you receive work study? Yes\_\_\_ No\_\_\_  
If yes, amount \$ \_\_\_\_\_



Received: _____ _____ _____	Office Use Only Preference: _____
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### STUDENT ASSISTANT APPLICATION

Name: _____ Student ID# _____
Campus address: _____
Permanent address: Street _____
City _____ State _____ Zip _____
EOU e-mail: _____@eou.edu
Telephone: _____ Cell phone: _____
Graduation date: _____ (month/year) Major field of study: _____

- Briefly describe your non-library work experience. Specifically, do you have cash-handling experience or barista/coffee training?
  
- Briefly describe your previous experiences as a library patron or employee.
  
- Briefly describe your computer skills. (Mac/PC, specific software used)
  
- Describe any other skills or qualifications that might prove useful in your work as a student assistant at the library.

#### Work References

1. \_\_\_\_\_ Phone \_\_\_\_\_
2. \_\_\_\_\_ Phone \_\_\_\_\_
3. \_\_\_\_\_ Phone \_\_\_\_\_

- Please look at the job descriptions on the back of this form, rate each job from 1-6 in terms of your interest with 1 being your first choice.

Office Use Only

Interview date: \_\_\_\_\_ Hire date: \_\_\_\_\_

Work Study Verified – Amount \$ \_\_\_\_\_ Date \_\_\_\_\_ Initials \_\_\_\_\_

**Please look at the job descriptions below and prioritize (1-6) your interest in the student assistant positions at Pierce Library (1 is highest)**

\_\_\_ **Circulation Student Assistant / Electronic Research Center (ERC) Student Assistant**

Provide excellent customer service and become proficient in the function of the Circulation Desk and the Electronic Research Center. The main responsibilities for this position include: checking out books and other library materials; determining the eligibility of patrons for library privileges; processing holds and searches placed by patrons; providing directional information; assisting patrons with using equipment in the ERC; administrative work as assigned; assisting patrons in using electronic resources and answering questions both in-person and over the phone. ERC and Circulation Students are also responsible for shelving which includes shelving, shelf reading, and scanning. Students will utilize the Library of Congress and Dewey Decimal Classification Systems. Parts of the job are extremely detailed and occasionally repetitious. **This position requires evening and weekend shifts.**

\_\_\_ **Coffee Cart**

Provide excellent customer service, cash handling skills, and able to learn the Barista terminology and operate the different coffee equipment. Must be able to lift 20 lbs and obtain a Food Handler's License. Approximately 5-10 hours per week, during the day.

\_\_\_ **Interlibrary Loan Student Assistant**

Student tasks include pulling items that have been requested by other libraries from our shelves and preparing them for shipment. Students also process materials that have been sent to Pierce Library to fill interlibrary loan requests for EOU patrons. They help in collecting and organizing interlibrary loan records for statistical purposes. Hours flexible, weekdays only, between 7:30 am and 5:30 pm. Approximately 10 hours per week.

\_\_\_ **Serials/Government Documents Student Assistant**

Responsible for processing government documents and serials (journals/newspapers). Duties include shelving of all Oregon and Federal documents, labeling materials, typing call numbers, processing library materials for shelving, and other duties as assigned. Physical work of carrying materials up/down stairs and transporting to other buildings is regularly involved. This position is extremely detailed and accuracy is vital. Work is performed independently, but students work closely with a supervisor. Hours: weekdays only between 7:00am and 5:00pm. Approximately 10-20 hours per week.

\_\_\_ **Technical Processing Student Assistant**

Responsible for preparing all incoming materials for public use. Projects as assigned. Repetitive, detail oriented work. Hours flexible, weekdays only, between 7:30 am and 5:30 pm. Approximately 10 hours per week.

\_\_\_ **Acquisitions/Receiving Student Assistant**

Responsible for receiving incoming items, counting money, creating spread sheets and letters. Multi-tasking, detail oriented work. Need to be familiar with Excel and Word programs. Hours flexible, weekdays only, between 7:30 am and 5:30 pm. Approximately 10 hours per week.

\*Please note that most positions at Pierce Library are a maximum of 10 hours per week