

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



Office Use Only	
Received: _____	Preference: _____

**STUDENT ASSISTANT APPLICATION**

Name: _____ Student ID# _____	
Campus address: _____	
Permanent address: Street: _____	
City: _____	State: _____ Zip: _____
EOU email: _____@eou.edu	Phone: _____
EOU Graduation date: _____ (month/year) Major field of study: _____	

Briefly describe your non-library work experience. Specifically, do you have customer service experience or barista/coffee training?

Briefly describe your previous experiences as a library patron or employee.

Briefly describe your computer skills and technology skills or experience. (Specific software or applications used, type of experience, etc.)

Describe any other skills or qualifications that might prove useful in your work as a student assistant at the library.

**Work References** *(Please do not use friends or family members as references)*

1. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
2. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_
3. \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

- **Please look at the job descriptions on the back of this form, rate each job from 1-7 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 review the job descriptions below and prioritize (1-7) your interest in the student assistant positions at Pierce Library (with 1 being your first priority)**

**\_\_\_ Circulation & Information Commons (IC) Student Assistant**

Duties include assisting patrons in using resources and answering questions, checking out books and other library materials, providing directional information, assisting patrons with using equipment in the IC and project work as assigned. Requires good communication and customer service skills and the ability to problem solve. Approximately 10-12 hours per week. This position requires evening and weekend shifts.

**\_\_\_ Coffee Lounge Barista**

Responsible for providing excellent customer service to patrons by operating the library's coffee lounge. Main responsibilities include running a cash register, operating coffee equipment by preparing and serving a variety of coffee drinks, along with pastries and cookies. Requires good interpersonal communication skills. Must be able to lift 20 lbs. and obtain a Food Handler's License. Approximately 5-10 hours per week, during the day, Monday through Friday.

**\_\_\_ Government Documents Student Assistant**

Duties include processing government document materials (Oregon & Federal), unpacking shipments and checking for accuracy and completeness, shelving, checking shelves for accuracy, and projects as assigned. Ability to perform detail-oriented tasks with high accuracy and efficiency. Good communication and organizational skills are a must. Hours flexible, Monday-Friday, between 8:00 am and 5:00 pm. Approximately 10 hours per week.

**\_\_\_ 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. Hours are flexible, Monday-Friday, between 9:00 am and 5:30 pm. Approximately 10-15 hours per week.

**\_\_\_ Serials Student Assistant**

Responsible for processing the daily mail, receiving incoming serial items, processing materials, shelving serials, creating spreadsheets and letters, and projects as assigned. Requires attention to detail and ability to multitask. Familiarity with Microsoft Excel and Word programs preferred. Hours are flexible, Monday-Friday, between 8:00 am and 5:00 pm. Approximately 10-15 hours per week.

**\_\_\_ Shelf Maintenance Student Assistant**

Main responsibilities include shelving library materials, checking shelves for accuracy, cleaning, and assisting in projects as needed. Good communication skills, ability to work independently, and follow simple oral and written directions is essential. Requires the ability to perform tasks with accuracy, efficiency, and orderliness, and sort material in alphabetic or numeric order. This position requires walking, standing, bending, lifting objects such as books, and pushing carts of books for the majority of each shift. Students will utilize the Library of Congress, Dewey Decimal, and SuDoc Classification Systems. Hours are flexible, Sunday - Friday, anytime library is open. Approximately 10 hours per week.

**\_\_\_ Technical Services Student Assistant**

Duties include processing library materials, receiving, shelving, correcting records in the library database, and projects as assigned. Requires good communication and organizational skills, and the ability to perform repetitive and detail-oriented work with accuracy and efficiency. Hours are flexible, Monday-Friday, between 8:00 am and 5:00 pm. Approximately 10 hours per week.