

Student Employment Application

**Andersen
Library**

PERSONAL INFORMATION:

Date of Application: _____

Name:

Last

First

Middle Initial

Local Address:

Street

Apt

City, State

Zip Code

Permanent Address:

Street

Apt

City, State

Zip Code

Contact Information:

Preferred Phone

E-mail Address

Year in School: _____ **Graduation Date:** _____ **GPA:** _____
(FR, SO, JR, SR) (ex: Spring 2017)

Are you receiving Work Study?

If yes, list allocation: _____

POSITION OF INTEREST: Check the position(s) that you are interested in. Descriptions on next page.

Any Open
Positions

Access
Services

Archives

Government
Docs

Reference

Technical Services

Applying for semester(s): Fall ☐ Spring ☐ Summer ☐ **Available Start Date:** _____

Starting Hourly Pay: \$7.25

Are you currently employed?

Have you been employed at UW-Whitewater?

Department: _____

Available to Work: Mornings ☐ Afternoons ☐ Evenings ☐ Late Nights ☐ Weekends ☐

Why do you want to work in the Library, and have you had any library experience? List any skills that contribute to your abilities to perform duties. (Answer below or attach a separate document)

PREVIOUS EMPLOYMENT: Please list your last 3 employers, beginning with the most recent.

Employer Name	Dates Employed	Reason(s) for Leaving

(over)

AVAILABILITY:

Please mark times that you are **available** to work for the upcoming semester with an “X” in each box.

Applications will remain on file for one semester.

A new application will need to be submitted for future semesters.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
8am-9am							
9am-10am							
10am-11am							
11am-12pm							
12pm-1pm							
1pm-2pm							
2pm-3pm							
3pm-4pm							
4pm-5pm							
5pm-6pm							
6pm-7pm							
7pm-8pm							
8pm-9pm							
9pm-10pm							
10pm-11pm							
11pm-12am							
12am-1am							
1am-2am							

POSITION DESCRIPTIONS:

Access Services: *Circulation Assistant* - A public service position that assist patrons at the Circulation Desk, performs tasks to help maintain collection, and other projects as assigned. Hours available 8am-2am

PR Assistant - position assisting with promotion of library events and materials, and Circulation tasks when needed. Extra consideration given to students studying graphic design, PR or related field.

Archives: An office position performing inventory, research, data entry, shredding confidential materials, assisting patrons, copying, scanning and other projects. Daytime hours only.

Government Documents: An office position processing incoming government documents, typing catalog entries, and shelving documents. Attention to detail and good typing/handwriting skills are necessary. Daytime hours only.

Reference: *Reference* - Duties include data entry; retrieval and reshelving of items; research, design, assembly of displays; assist with outreach and programming for Reference & Instruction and the Children's/Curriculum Collections. Daytime hours.

Reference Desk - Minimum sophomore standing at start of Fall semester. Assist patrons with library catalog, database, and Internet searches, basic troubleshooting of equipment, Microsoft and Google applications. Maintain statistics, enter data, and work on projects for Reference & Instruction Librarians. Manage Reference Desk independently. Hours: Sunday-Wednesday, 7-10 p.m. during training, and 8-11 p.m. once trained.

Technical Services: A quiet office position for Cataloging, Periodicals, and Acquisitions that processes materials for our library's collections. Attention to detail is a must. Daytime hours only.

Andersen Library Circulation Desk
UW-Whitewater
800 West Main Street, P.O. Box 900
Whitewater, WI 53190-0900

(262)472-5511
circdesk@uww.edu