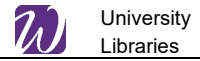


Student Employment Application



Personal Information:

Date of Application: _____

Name: _____
(last) (first) (middle initial)

Address: _____
(street) (apt) (city, state) (zip code)

Contact Information: _____
(preferred phone number) (email address)

Projected Graduation Year: _____
(ex: Spring 2024)

Campus: Whitewater
 Rock County
(mark with X)

Are you receiving Work Study? Yes No
 If yes, list allocation per semester: _____

Preference is given to Work Study Students but it is not required to be eligible for work at the Andersen Library on Whitewater Campus. It is required for Lenox Library on Rock County Campus at this time.

Position of Interest:

Check the position(s) you are interested in. Job descriptions on back.

- Archives Circulation Rock County Circulation Technical Services
- Reference/Gov Docs Reference Desk/GovDocs Public Relations

| Applying for Semester(s): | Fall | Spring | Summer | Available Start Date |
|---------------------------|--------------------------|--------------------------|--------------------------|----------------------|
| (Mark one with an X) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | |

Why do you want to work in the library? How could the library position help you be successful as a UW-Whitewater student?
 Please list answers in box below or attach a separate document.

Are you currently employed? **Y/N** If yes, where? _____

Previous Employment: Please list past 3 employers, beginning with most recent.

| Employer Name | Dates Employed (from) | (to) | Relevant Skills |
|---------------|--------------------------|------|-----------------|
| | | | |
| | | | |
| | | | |

Availability:

How many hours do you want to work per week?
 (students may work a maximum of 25 hours per week)

Available to work:
 (check all that apply)

Mornings
 Late Nights
 Afternoons
 Weekends
 Evenings

Please mark times that you are **available to work** for the upcoming semester with an **X**.
 Applications will remain on file for one semester. A new application will need to be submitted for future semesters.

| Hours | Sun | Mon | Tues | Wed | Thurs | Fri | Sat |
|-------------|-----|-----|------|-----|-------|-----|-----|
| 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

Location: Position available at both campuses
 A public Service position that assists patrons at the circulation service point, performs tasks to help maintain collection, and other tasks as assigned.
 Hours: 8am to 2am

Access Services - PR Assistant

Location: Whitewater Campus
 This position assists with promotion of library events and materials, as well as circulation tasks when needed. Extra consideration given to students studying graphic design and/ or PR related fields.
 Hours: flexible schedules available

Archives

Location: Whitewater Campus
 An office position performing inventory, research, data entry, shredding confidential materials, assisting patrons, copying, scanning, and other projects as assigned.
 Hours: Daytime hours only

Reference - Reference/Gov Docs Assistant

Location: Whitewater Campus
 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. Process incoming shipments of federal and state (WI) government documents and other duties as assigned by the Government Documents Assistant.
 Hours: Daytime hours only

Reference - Reference Desk

Location: Whitewater Campus
 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. Assist with federal and state (WI) documents processing as directed by the Government Documents Assistant.
 Hours: Sun - Wed, 7-10pm during training
 Sun - Wed, 8-11pm after training

Technical Services

Location: Whitewater Campus
 An office position for Cataloging, Periodicals, and Systems. Processes materials and helps maintain library collections. Attention to detail is a must.
 Hours: Daytime hours only

Andersen Library
 800 W. Main Street
 Whitewater, WI 53190
 262-472-5511



Gary J. Lenox Library
 2909 Kellogg Avenue
 Janesville, WI 53546
 608-758-6533