

JOB DESCRIPTION:

The Collection and Resource Management Division at the Golda Meir Library, Milwaukee campus, seeks a Student Assistant to work in the Physical Processing Unit. The Physical Processing Unit prepares library materials for circulation as well as repairs and preserves materials in our collections. This is an onsite, part time position starting at \$8.50. Under direct supervision of a library staff member, the Student Assistant will work a flexible schedule of 10-15 hours, between Monday - Friday, 8am - 4pm.

Job duties:

- Physical processing: learn and process library materials for shelving following complex processing procedures. Includes stamping, applying tattle tape and labeling materials; sewing scores into pam binders; adding dust jacket covers; etc.
- Preservation: learn preservation techniques and follow guidelines to preserve library materials. Includes using appropriate tools (large and small) to make phase boxes and large pamphlet binders; perform basic spine, hinge, paper, and binding repairs.
- Material donations: help process gift-in-kind donations as necessary. Includes sorting gifts; searching in the online catalog; final disposition of materials.
- Assist with special projects as assigned.

Qualifications:

- Attention to detail in order to maintain data integrity.
- Be dependable, punctual, self-motivated and have good interpersonal communication skill. Ask questions whenever needed.
- Ability to get along with co-workers and follow directions.
- Ability to lift, move, and unpack boxes of books (40 lbs.).
- Ability to move loaded book carts to appropriate destination;
- Requires manual dexterity and the physical ability to operate equipment such as paper cutters;

HandShake Notes:

1. Job Description
2. Required documents: Email CRM Libraries applications directly to Viridiana Rocha, vrocha@uwm.edu
3. Wage: starting at \$8.50
4. Job Type: On Campus
5. Employment Type: Part Time
6. Work Study: No (not required for employment)
Preferences: Undergrads- Freshmen/Sophomores. Engineering and Architect majors/minors, or undergrads interested in pursuing a MLIS.



**UNIVERSITY OF WISCONSIN-MILWAUKEE LIBRARIES – MILWAUKEE CAMPUS
COLLECTION AND RESOURCE MANAGEMENT – PHYSICAL PROCESSING**

APPLICATION FORM FOR STUDENT EMPLOYMENT

Date: _____ E-mail Address: _____@uwm.edu

Last Name: _____ First Name: _____ Middle Name: _____

Current Address: _____ Phone: _____

Are you currently enrolled as a student at UWM? _____ Which campus (if **not** Milwaukee)? _____

Year in College: Freshman _____ Sophomore _____ Junior _____ Senior _____ Graduate Student _____

Major: _____ Minor: _____ When do you expect to Graduate? _____

How many hours can you work per week? _____ (up to 15 hours weekly available for this position)

Do you plan to work during school vacation periods? _____ Do you have Work/Study funding? _____

What computer skills do you have? _____

Other job-related experience/skills: _____

Have you worked in a library before? _____ YES _____ NO

If yes, for how long? _____ Please describe your library duties: _____

Have you worked on campus before? _____ If so, where? _____

Do you currently hold another job? (Y / N) : If Yes, is the job on campus (and where)? _____

Describe your duties in current/previous jobs: _____

Give three references (preferably employers). Start with the most recent employment.

Name of Supervisor	Name of Business	Business Address and Phone Number	Date(s) of Employment

How did you hear about this job? _____

WORK AVAILABILITY

Name: _____

Applicable Semester: Fall _____ Spring _____ Summer _____

Please cross out hours that you are unable to work. Leave available time blocks blank.

Time	Monday	Tuesday	Wednesday	Thursday	Friday
8:00am					
8:30am					
9:00am					
9:30am					
10:00am					
10:30am					
11:00am					
11:30am					
12 (noon)					
12:30pm					
1:00pm					
1:30pm					
2:00pm					
2:30pm					
3:00pm					
3:30pm					
4:00pm					
4:30pm					
5:00pm					
5:30pm					
6:00pm					