MERIAM LIBRARY

STUDENT EMPLOYMENT APPLICATION PACKET

This packet includes materials required to apply for student employment with CSU, Chico's Meriam Library, with the exception of Financial Aid information which will be provided by you, the applicant. Please follow the steps listed below in the order provided. Only one application is necessary when applying for any of the library's student positions.

• Upon receiving the application packet, review it to make sure it includes the following items:
  * An MLIB Student Employee Information Sheet
  * An MLIB Student Employee Application Form
  * A Minimum Unit & Work Study Requirements Certification Form
  * A Student Work Schedule Card (please note: you may not work more than 20 total hours per week on campus while classes are in session, no matter how many campus jobs you may have).

• Carefully read the MLIB Student Employee Information Sheet on the back of this document to assist you in determining if library work is right for you.

• Complete both sides of the MLIB Student Employee Application Form. If you are applying for a specific position posted with University Student Employment, print the job number(s) or unit name on the lines provided across the upper portion. It is suggested that you take special care in filling out this application. How you fill out the application is part of the screening process. Library work is exacting and detailed-oriented. Failure to follow the instructions, if your application is done sloppily or is incomplete, will reduce your chances of obtaining an interview with a unit supervisor. Also, consider the message recorded on your voice message device(s). If your application is chosen by a supervisor for an interview, you will be called at the number you list. If that message is vulgar, childish, vague or otherwise inappropriate, you will not be granted an interview and your application summarily discarded.

• Carefully read and sign the Minimum Unit Requirement Form and, if you are receiving Financial Aid in by way of a Work Study allocation, sign the Work Study Requirement Form.

• Complete the Student Work Schedule Card to the best of your ability. Denote the hours that you will be in class with a 'C', preferred work hours with a 'P'. Unmarked hours are considered available for work unless specific obligations, marked with an 'O', are indicated on the card. Note: most entry level positions will require that you work either mornings, evenings, weekends or a combination, and with the understanding that evening hours continue until 12:00 midnight.

• If you have a Work Study allocation through financial aid, make print-outs of both your Financial Aid Award Summary and View Budget Details sheets. These can be found through your Portal account. Note: copies of these sheets showing your academic year Federal Work-Study allocation and Remaining Unmet Need must accompany your application if you are applying for a Work Study position.

• Return the completed package to F. Jay Fuller at Circulation in the library's 1st floor lobby.

As needs arise, library unit supervisors choose from the applicant pool and contact applicants directly for job interviews. Library Student Personnel utilizes a double-blind screening/interview process: applicants do not contact unit supervisors until interviews are granted; and, supervisors use only the information on the application (class/work schedule, computer literacy, prior experience for upper level work, legibility of application, etc.) to determine whom they will interview. Your application will remain in the pool for the academic year.

FJF: 01/13
MLIB STUDENT EMPLOYEE INFORMATION SHEET

Thank you for your interest in student employment with the Meriam Library at CSU, Chico. Student employment within the library, as a complement to your education, will be a rewarding experience. The information listed below is designed to assist you in determining whether or not you are right for library work, as well as whether or not library work is right for you. Please read this information prior to completing the application.

• As a student at CSU, Chico, you are encouraged to remember that your number one focus must be your academic achievement. If you choose to accept employment within the library, it should be with the understanding that you have carefully considered your academic time commitments, and in doing so have determined that you can succeed at both -- your education and your job. Acceptance of employment with the library carries with it the understanding that your employment begins with the first day of classes and ends with the last day of Finals for both the Fall and Spring semesters. Please note: you may not work more than 20 total hours on campus, no matter how many campus jobs you may have, while classes are in session.

• It is expected that you, as a student, understand the importance of maintaining the university's library at the highest degree of professionalism and proficiency. Library patrons have a need to be able to access volumes of information in a timely manner. As library employees, it is our responsibility to ensure that their needs are met. All units within the library play an equally important role in the ongoing success of library operations. As an employee, you will be expected to perform your part by being punctual, mature, and performing your assigned responsibilities with a high degree of accuracy.

• There are several units within the Meriam Library employing students. The duties performed by student employees vary from unit to unit. For example, some units have substantial interaction with the patrons, while others have very little. The hours of work also vary from unit to unit. There are units that utilize all student employees between the standard work hours of 8:00 a.m. to 5:00 p.m., Monday through Friday, and there are several units that utilize student employees seven days a week from 7:00 am until 12:00 midnight every night of the week, including weekends. You are encouraged to discuss your individual needs with the Unit Supervisor prior to accepting employment.

Library units currently utilizing student employees through this application process:
Access Services (Circulation, Reserve and Interlibrary Services)
Building Management (Stacks, Media/Microform, Curriculum, Maps and Government Documents)
Collection Management
Special Collections
Systems Office

University units housed within the library that have a separate application process:
Academic Technologies & Copy Center (Basement)
Student Computing & ITSS (1st floor, east)

FJJ: 09/12
MERIAM LIBRARY STUDENT EMPLOYMENT APPLICATION

If known, please note below the University Student Employment position numbers for which you are applying:


SECTION I - PERSONAL INFORMATION

Provide a printed or typed response to each of the following:

NAME: ___________________________ DATE: ____________

CHICO ADDRESS: ___________________________ E-Mail: ___________________________

TELEPHONE #: ___________ BEST TIME TO CALL: ___________

HOME ADDRESS: ___________________________

PERSON TO NOTIFY IN CASE OF EMERGENCY:

NAME ___________________________ Telephone #: (________) ___________

LENGTH OF TIME BEFORE GRADUATION: ___________________________

NUMBER OF HOURS PER WEEK YOU PLAN TO WORK: ___________________________

(12 hours minimum / 20 hours maximum)

SECTION II - SKILLS INFORMATION

Check those skills you possess:

- Typing/Words per minute
- Collection of currency/cashier
- Filing & records management
- Adding machine
- Maps/Atlas experience
- Computing software
  - Names of software:
  - Computing hardware
  - Names of hardware:
- Additional skills:

- Microform, microfilm, microfiche
- Shelving/cataloging materials
- Receptionist/answering telephones
- Mending/bindery of books
- Working with patrons
SECTION III - PREVIOUS WORK EXPERIENCE

Previous Library Experience:

Library/Employer: ____________________________ From: ______ To: ______

Position/Title: ____________________________ Supervisor: __________________

Duties Performed:

________________________________________

________________________________________

What did you like most about library work?

________________________________________

________________________________________

What did you like least about library work?

________________________________________

________________________________________

Previous General Work Experience:

Employer: ____________________________ From: ______ To: ______

Position/Title: ____________________________ Supervisor: __________________

Duties Performed:

________________________________________

________________________________________

Employer: ____________________________ From: ______ To: ______

Position/Title: ____________________________ Supervisor: __________________

Duties Performed:

________________________________________

________________________________________

Employer: ____________________________ From: ______ To: ______

Position/Title: ____________________________ Supervisor: __________________

Duties Performed:

________________________________________

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