



MARDIGIAN LIBRARY

Dear Student Applicant,

Thank you very much for your interest in the position of Student Assistant. We receive hundreds of applications and only hire a handful of new students each semester. If a supervisor is interested in setting up an interview, he or she will contact you. If you are not hired this semester, please resubmit an application next semester. We keep applications on file no longer than six months.

The following is a brief description of the types of activities you might perform in the various library departments:

- | | |
|------------------------|--|
| Book Processing | (313) 593-5567
Student Assistants may unpack new materials, sort mail, prepare materials for circulation (label, stamp, apply book jackets), prepare periodicals for the bindery, and/or inventory the collection. |
| Circulation | (313) 593-5695
Student Assistants provide customer service, check materials in and out, and assist library users in acquiring reserve materials, periodicals, and A/V materials. Some shelving and related activities are performed. |
| Reference | (313) 593-5562
Student Assistants assist library users in locating information and materials. Peer Information Counselors provide more in depth research services by appointment. |
| Shelving | (313) 593-5566
Student Assistants shelve materials, and maintain the collection, including straightening and organizing shelves. Student Assistants should be able to push book carts without restrictions. |

Please keep this cover letter for your records, and return the Library student application to the Circulation Desk at Mardigian Library.

Thank you!

**UNIVERSITY OF MICHIGAN-DEARBORN
MARDIGIAN LIBRARY
STUDENT APPLICATION**

NAME _____ DATE _____

Please circle: Mr. Mrs. Ms. UMID: _____

ADDRESS _____
Street City, State Zip code

PHONE # _____ E-MAIL ADDRESS _____

CLASS LEVEL _____ MAJOR _____

Financial Aid Work Study Recipient? _____ YES _____ NO

U.S. Citizen? _____ YES _____ NO

If no, are you authorized to work on campus? _____ YES _____ NO

Are you presently enrolled as a UM-D student? _____ YES _____ NO

If no, are you a student elsewhere? _____ YES _____ NO

If yes, name of Institution? _____

Are you presently employed by the University? _____ YES _____ NO
If yes, where? _____ # Hours? _____

Please rank in order of preference the departments in which you would like to work:

Book Processing _____
Circulation _____
Reference _____
Shelving _____

EMPLOYMENT HISTORY:

Employer	Dates of employment	Telephone / Contact Person	Address	Type of work

SPECIAL SKILLS (describe or list specific skills):

Clerical _____ Computer _____

Equipment _____ Other _____

Number of hours per week that you can work: _____

Can you work: some evenings until 11:45 pm _____ YES _____ NO
Saturdays _____ YES _____ NO
Sundays _____ YES _____ NO

PLEASE FILL IN YOUR SCHEDULE ON THE OTHER SIDE AND RETURN THE STUDENT APPLICATION TO THE CIRCULATION DESK AT MARDIGIAN LIBRARY.

The University of Michigan routinely runs a criminal record check on all new student assistants hired.

OFFICE USE ONLY: Start Date _____ Pay Rate _____ Supervisor _____

TOTAL # CREDITS = _____ YEAR = _____

SEMESTER: FALL _____ WINTER _____ SPRING _____ SUMMER _____

	Class Schedule	Hours Not Available	Preferred Work Hours
Sunday			
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Saturday			