

Library Student Worker (Work Study) Application

Date _____

Prior to filling out this form, you must have completed paperwork from Financial Aid, in order to obtain work-study funding: <http://www.ohiodominican.edu/finaid/workstudy/>

Have you completed this paper work? Yes____ No____

What work-study amount were you awarded? _____

Personal Information

ODU ID Number _____

Name _____

Home Address _____

City/State/Zip _____

Home Phone _____

Campus Address (if different from home) _____

Campus Phone (if different from home) _____

Major Field of Study _____

Extra-Curricular Activities – High School/College _____

Previous Work ExperienceList the most recent employer first.

1. Business Name _____

Address _____

Telephone Number _____

Supervisor _____

Date of Employment-from _____ to _____

2. Business Name _____

Address _____

Telephone Number _____

Supervisor _____

Date of Employment-from _____ to _____

ODU Connections

If you know anyone who works/ has worked for the ODU Library, please list their names and how you know them.

- 1. _____

- 2. _____

Professional References

- 1. Name _____
Telephone Number _____
Relationship to Applicant _____
- 2. Name _____
Telephone Number _____
Relationship to Applicant _____

Personal References

- 3. Name _____
Telephone Number _____
Relationship to Applicant _____
- 4. Name _____
Telephone Number _____
Relationship to Applicant _____

Availability

Student worker schedules depend upon the position obtained. During the school year, the Library is open Monday through Thursday from 7:30 am until 10:00 pm, Friday from 7:30 am until 5:00 pm, Saturday from 10:00 am until 5:00 pm, and Sunday from 1:00 pm until 8:00 pm. Hours may vary during the summer and during holidays. Please indicate all of the hours you are available to work below by putting a large "A" in the area.

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
8:00am to 9:00am							
9:00am to 10:00am							
10:00am to 11:00am							
11:00am to 12:00pm							
12:00pm to 1:00pm							
1:00pm to 2:00pm							
2:00pm to 3:00pm							
3:00pm to 4:00pm							
4:00pm to 5:00pm							
5:00pm to 6:00pm							
6:00pm to 7:00pm							
7:00pm to 8:00pm							
8:00pm to 9:00pm							
9:00pm to 10:00pm							

Positions

(Please mark which one(s) you are interested in applying for)

- CIRCULATION SERVICES STUDENT ASSISTANT:** 8-10 hours per week
Daytime, Evening, and Weekend shifts available

Job Description:

- Customer Service
- Checking in and out library material
- Processing OhioLINK shipments
- Shelving materials
- Special projects as assigned

Qualifications:

- Excellent written and oral communication skills
- Must be able to stand for long periods of time
- Must commit to a regular work schedule
- Training provided

- REFERENCE AND INSTRUCTION STUDENT ASSISTANT:** 8-10 hours per week
Daytime shifts only (8am – 6pm Monday through Friday)

Job Description:

- shelve, shift, & shelf-read reference materials as needed
- work in Word & Excel with assessment data
- perform routine link checking to assist in maintenance of library webpages
- search in library catalogs and/or databases as needed
- work on various projects in Reference & Instruction Services

Qualifications:

- comfortable with computers
- detail-oriented
- dependable
- excellent communication skills
- comfortable with learning new skills
- ability and willing to stay focused on repetitive, detailed work

- ARCHIVES AND COLLECTIONS STUDENT ASSISTANT:** 8-10 hours per week
Daytime shifts only (8am – 4pm Monday through Friday)

Job Description:

- Performs maintenance and inventory tasks with various library collections.
- Works on collection analysis projects.
- Assists with the organization of the library's archives.
- Other duties as assigned.

Qualifications:

- Dependable
- Good communication skills
- Maintains confidentiality
- Detail-oriented
- Ability to lift 25 lbs. or more

You may return the completed application in three ways:

1. Return the completed application to the Circulation Services Desk in Spangler Learning Center
2. Mail it to Ohio Dominican University, Spangler Learning Center, ATTN: Access Services, 1216 Sunbury Rd., Columbus, OH, 43219
3. Return the application by emailing it to sanduskt@ohiodominican.edu