



Student Employment Opportunity
Library Student Assistant
University Library of Columbus

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|-------------------------------|---|
| Division/Campus office | University Library of Columbus |
| Students needed | 2-3 |
| Position duration | Fall 2017 – Position is renewable. |
| Scheduled work hours | Approximately 12-15 hours per week (depending on work-study allotment) Ability to work at least one evening to close (9:00 p.m.) and an occasional Saturday is required. |
| Requirements | Students must be eligible for work-study funding. Must be willing to answer questions and assist students, faculty, staff, and guests. Other requirements include being detail-oriented, ability to multi-task, strong customer service skills, and be friendly and personable. |
| Position description | This position is located in the University Library of Columbus and is the first line of contact. Responsibilities include answering telephones, issuing library cards, charging and discharging materials, shelving books, shelf reading, computer and printing assistance, and other duties as assigned. |
| Contact information | Carol Kostrzewsky Associate Director, Career Services IUPUC 4555 Central Avenue, LC 1209 Columbus, IN 47203 812.375.7527 ckostrze@iupuc.edu |

IUPUC is an EEO/AA employer, M/F/Disabled/Veteran



**OFFICE OF
CAREER SERVICES**

INDIANA UNIVERSITY-PURDUE UNIVERSITY
COLUMBUS

www.iupuc.edu/careerservices

Phone: 812-375-7527

Fax: 812-314-8523

STUDENT EMPLOYMENT APPLICATION

Position you are applying for: _____

PERSONAL INFORMATION

| | | | |
|-----------|------------|------|-------------------------------------|
| Last name | First name | M.I. | Student id number: 000 _ _ _ _ _ |
|-----------|------------|------|-------------------------------------|

| | |
|---------------------------|--|
| Major(s): | College level: <input type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate |
| Expected graduation date: | |

HOME ADDRESS

| | | | |
|----------------|----------------------|-------|-----|
| Street | City | State | Zip |
| Email address: | Home phone number: | | |
| | Mobile phone number: | | |

EMPLOYMENT INFORMATION

| | |
|--|--|
| Have you previously worked at IUPUC? <input type="checkbox"/> Yes <input type="checkbox"/> No | Are you eligible for federal work-study? <input type="checkbox"/> Yes <input type="checkbox"/> No |
| How many credit hours are you enrolled this semester? | How many hours a week are you available to work? |
| Are you eligible to work in the U.S.? <input type="checkbox"/> Yes <input type="checkbox"/> No | |

PLEASE INDICATE THE HOURS YOU ARE AVAILABLE TO WORK EACH DAY

| SUNDAY | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY |
|--------|--------|---------|-----------|----------|--------|----------|
| | | | | | | |

SPECIAL JOB SKILLS

| Skill | Please describe any additional skills below: |
|------------------------------------|--|
| <input type="checkbox"/> Typing | |
| <input type="checkbox"/> Computing | |
| <input type="checkbox"/> Languages | |
| <input type="checkbox"/> Other | |

WORK RELATED EXPERIENCE/VOLUNTEER WORK

| Employer name and address | Job duties and responsibilities | Dates employed |
|---------------------------|---------------------------------|----------------|
| | | |

| | | |
|---|---------------------------------------|-----------------------|
| | | From: |
| | | To: |
| | | Hours per week: |
| Employer name and address | Job title and responsibilities | Dates employed |
| | | From: |
| | | To: |
| | | Hours per week: |
| Employer name and address | Job title and responsibilities | Dates employed |
| | | From: |
| | | To: |
| | | Hours per week: |
| <p>Student _____ signature: _____</p> <p>Date: _____</p> <p>My signature affirms that the information on this application form is accurate. Note: Employment offers will be contingent upon successful completion of a criminal background check and E-Verify.</p> | | |

RETURN APPLICATION TO:

Carol Kostrzewsky
 Office of Career Services
 Indiana University-Purdue University Columbus
 4555 Central Avenue LC 1205
 Columbus, IN 47203

You may also e-mail this application as an attachment to: ckostrze@iupuc.edu