

I would like to learn more about job opportunities in the University Library.

I am especially interested in employment in the following libraries:

- Davis Library
- Departmental Libraries
- Health Sciences Library
- Undergraduate Library
- Wilson Library

(list specific library)

(name)

(address)

(local phone)

(e-mail address)

Please complete, detach, and return to:

Library Personnel Office
208 Raleigh Street
213 Davis Library, CB# 3932
Chapel Hill, NC 27514
919.962.8027

University Library Personnel Office
University of North Carolina at Chapel Hill
213 Davis Library, CB# 3932
Chapel Hill, NC 27514-8890

Student Employment Opportunities in the University Library

The University of North Carolina at Chapel Hill

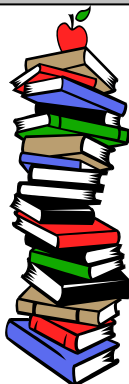


EMPLOYING DEPARTMENTS

The University Library at the University of North Carolina-Chapel Hill employs over 400 Student Assistants each year in many different departments.

The departments below are the primary employing units for Student Assistants. You may contact individual departments to inquire about job openings.

- Administration
- Carolina Digital Library Archives
- Circulation
- Collection Development, Global Resources and Area Studies
- Conservation Lab
- E-Resources & Serials Management
- Fiscal Services
- Health Sciences Library
- House Undergraduate Library
- Information and Library Science Library
- Instructional Services
- InterLibrary Services
- Kenan Science Library
- Library Systems
- Media Resources Center
- Monographic Services
- Music Library
- North Carolina Collection
- Preservation
- Rare Book Collection
- Research & Instructional Services (Davis Library)
- Research & Instructional Services (Special Collections)
- Resources Description & Management
- Sloane Art Library
- Sonja Haynes Stone Center Library
- Southern Folklife Collection
- Southern Historical Collection
- Special Collections
- Technical Services (Special Collections)
- Triangle Research Libraries Network



BENEFITS OF EMPLOYMENT



There are many reasons to work as a Student Assistant in the Library. Here are just a few:

- ★ No experience required
- ★ On campus employment makes getting to class a lot easier
- ★ Flexible hours scheduled around your classes
- ★ Gain experience to begin building your resume
- ★ Learn successful researching tips (will come in handy for that term paper due next week)
- ★ Competitive pay with merit increases available after 2 semesters



EMPLOYMENT INFORMATION

Q. Who is eligible for student employment?

A. All registered students of UNC are eligible to work on campus.

Q. How many hours can I work?

A. You are allowed to work a maximum of 40 hours per work week for all combined University work during the school year unless otherwise limited by visa restrictions.

Q. Can I have more than one job on campus?

A. Yes, but the total number of hours allowed is the same whether you have one or two jobs.

Q. How will I be paid?

A. You are paid at an hourly rate. The starting rate for Student Assistants is \$7.25 per hour. This may be higher, depending on the type of work and skills required. Student Assistants are eligible for a merit increase of \$.50 after completing two semesters of employment. Work Study students may be paid at a different rate based on their financial aid award.

HOW TO APPLY

There are several options for applying for a Student Assistant position in the University Library:



- Visit the Library's Job Opportunities website to check out the latest Student Assistant positions available for

<http://www.lib.unc.edu/jobs/students/>

- Detach and return the flap from this brochure and we will send you an information packet on student employment in the Library, including a student employment application.
- After completing an application, contact or visit individual libraries or departments to inquire about openings.
- Give us a call or drop by:

Library Personnel Office
213 Davis Library
919.962.8027

After being hired by a Library supervisor, you will need to come to the Library Personnel Office to complete the necessary paperwork prior to starting work.

You will need to provide documentation to accompany an I-9 form (such as a Social Security Card and a photo I.D.), and must complete State and Federal tax forms and a Selective Service Registration Compliance form.