



THE COLLEGE of
ARCHITECTURE, PLANNING & DESIGN

Paul Weigel Library of Architecture, Planning & Design Student Assistant Application

Name: _____ Date: _____ Email: _____

Telephone: _____ Eligible for Work Study: **YES NO** Amount Awarded: \$ _____

Have you applied to be a Graduate Teaching Assistant? **YES NO** If yes, have you been awarded a GTA position? **YES NO**

Manhattan Address: _____

Street

City

State

Zip

Permanent Address: _____

Street

City

State

Zip

Status (presently): **1st 2nd 3rd 4th 5th GR** Expected Graduation Date: _____ Major: _____

Library Skills

Library of Congress Call Number System _____ Excellent _____ Good _____ Fair _____ None

General Research Skills: _____ Excellent _____ Good _____ Fair _____ None

K-State Library Online Catalog: _____ Excellent _____ Good _____ Fair _____ None

K-State Library Course Reserves Search: _____ Excellent _____ Good _____ Fair _____ None

Avery Index to Architectural Periodicals: _____ Excellent _____ Good _____ Fair _____ None

Graphic Design Skills: _____ Excellent _____ Good _____ Fair _____ None

Library History

How many hours do you use Weigel in a month? _____ Zero 1-2 3-4 5-6 7-8 9-10 11+

What do you use it for? _____ Copy/Scan _____ Research _____ Sleep _____ Social _____ Study

Why are you interested in working here? _____

How will Weigel benefit from your employment? _____

Employment History

(Begin with the most recent)

Employer Name _____ Employment Dates: from _____ to _____
Reason for Leaving _____ Duties _____

Employer Name _____ Employment Dates: from _____ to _____
Reason for Leaving _____ Duties _____

Employer Name _____ Employment Dates: from _____ to _____
Reason for Leaving _____ Duties _____

Employer Name _____ Employment Dates: from _____ to _____
Reason for Leaving _____ Duties _____

References

(Include **at least one** current or past studio instructor and indicate which semester)

1. _____
2. _____
3. _____

JOB DESCRIPTION

Position: Student Assistant

Department: Paul Weigel Library, College of APDesign

Supervised by: Maxine Ganske, Library Assistant III

All student employees at Weigel Library are expected to willingly and effectively perform all tasks assigned, work when assigned, and to work through the last day of finals each semester.

Description of Duties

1. Working at the counter: Charging materials to patrons, checking the status of library materials, maintaining patron privacy, answering questions, providing research assistance to patrons, recording foot traffic and LibAnalytics transactions, and directing patrons to staff members as needed.
2. Discharging materials: Effectively removing the link between book and patron to ensure that patrons are not unduly charged for overdue or lost books. Accurately and consistently respond to "Circulation Review" messages. Notify library staff of accounts paid, lost books returned and damaged materials.
3. Shelving materials: Shelving, correctly and promptly, all discharged books and materials during their shift. The book carts will be empty at the end of each shift.
4. Answering the telephone: Answering patron questions and referring to staff when necessary.
5. Shelf reading the collection: Reading the stacks collection is an on-going responsibility. This essential task ensures books and other materials are in proper call number order, neat and correctly placed on shelves at all times. Each assistant is assigned a specific stack area to keep in proper order.
6. Process: items received in daily campus mail, lost-and-found items, gifted items.
7. Performing tasks to support staff: Including but not limited to typing, copying, scanning, assisting with library marketing (i.e. displays, posters, and digital boards), book searches, maintaining library appearance and order, technology maintenance, general library cleaning (furniture, floors, tables and chairs and plants), shifting books and furniture.

Skills and abilities to perform the duties in this position:

- Able to work independently and take initiative to solve problems
- Responsible, flexible, and reliable
- Excellent attention to detail
- Excellent listening and questioning skills
- Excellent interpersonal skills
- Able to provide clear oral instructions
- Proficient in Word, Excel. Experience with Adobe products is a plus.

Student Assistants are in contact with K-State students, faculty, and staff on a daily basis as well as city and regional patrons periodically. In addition, they interact occasionally with K-State Administration related to providing circulation services, resolving patron problems, locating and requesting materials, etc. Interacting with patrons (occasionally hostile patrons) in a crowded, noisy work environment can prove to be stressful.

It is the student assistant’s responsibility to secure shift coverage prior to an absence from work. Employees may occasionally be asked to work extra hours or different shifts, sometimes on short notice.

Student Assistants must strive for 100% accuracy at all times in all aspects of their library work to alleviate errors which result in irate patrons, poor service, and negative public relations for the library and/or ineffective operation of the library.

Class and Activity Schedule

Desire to work: Fall Semester_____ Spring Semester_____ Summer_____

Place a “C” in each time slot you are **in class**.
 Place an “X” in each time slot you **absolutely CANNOT work** or have **another commitment**.
 All **OPEN** boxes indicate you **are** available or desire to work.

	7:30	8:30	9:30	10:30	11:30	12:30	1:30	2:30	3:30	4:30	5:30	6:30	7:30	8:30	9:30
Mon.															
Tues.															
Wed.															
Thu.															
Fri.															
Sat.															
Sun.															

Can work: _____ Saturdays _____ Sundays _____ Evenings

On average, our student assistants are scheduled to work between 6 and 12 hours a week. What is the approximate number of hours you would like to work per week? _____Total number of semester course hours: _____

Additional Semester Comments:_____

Please attach a copy of your official ISIS class schedule using the “Weekly Calendar View” for the semester you wish to work. Lack of attached schedule will result in an incomplete application and thus cannot be considered for employment.

We will try to accommodate your schedule as much as possible, but there are no guarantees.

PLEASE RETURN APPLICATION TO: PAUL WEIGEL LIBRARY OF ARCHITECTURE, PLANNING & DESIGN
 COLLEGE OF ARCHITECTURE, PLANNING & DESIGN
 323 SEATON HALL
 KANSAS STATE UNIVERSITY
 MANHATTAN, KS 66506
 785.532.5968