Merrill G. Burlingame Special Collections of the Montana State University Library is the location for finding comprehensive information on select subject areas. With a comfortable service area in the Burton K. Wheeler Reading Room on the second floor of Renne Library, Special Collections is committed to assembling primary and secondary scholarly materials on specific topics supporting MSU curricular and research needs. The collections are currently comprised of more than 34,000 volumes and 1200 linear feet of manuscript materials. In addition, there are microforms, sound recordings, video recordings, maps and more.

The Special Collections and Archival Informatics department of the MSU Library is looking for student workers for the fall semester and beyond. Hours are flexible. Interested students should complete the attached student employment form and send it to department head Jason Clark at jaclark@montana.edu.

- **Special Collections and Archival Informatics-Student Assistant** - Duties include moving and shelving books and manuscript materials, the creation of inventories and folder listings, the application of appropriate metadata to electronic records, scanning historical documents, limited public service duties, and other tasks as assigned. Hours are flexible

- **Special Collections and Archival Informatics-Digital Student Assistant** - Duties include text mining and data analysis, data visualization, Semantic Web work (linked and structured data), the application of appropriate metadata to electronic records, public service duties, and other tasks as assigned.

Working at MSU Library means pursuing student employment that provides more than just a paycheck. Through your work with the library, diverse experiences will build your academic and professional skill sets. We are a dynamic, adaptive, and responsive research library. We aspire to build innovative digital and physical spaces where our diverse communities can access and apply information to grow intellectually, build meaningful collaborations, communicate ideas, and envision a better future for Montana and beyond.

**Benefits include:**
- Flexible work schedule
- Central campus location – fit your shift in before, after, and between classes
- Physically and mentally engaging positions
- Periodic pay increases

QUESTIONS?
CALL 406-994-7515
STOP BY SPECIAL COLLECTIONS
VISIT LIB.MONTANA.EDU/ABOUT/ARCHIVES/
# Student Employment Application

Name: [Name]

Today's Date: [Today's Date]

What date can you start? [What date can you start]

Mailing Address: [Mailing Address]

City: [City]

State: [State]

Zip: [Zip]

Local Phone: [Local Phone]

Email: [Email]

Semester applying for: [____FR ____SO ____JR ____SR ____GRAD]

Class Rank (check one): [____Fall ____Spring ____Summer]

Major: [Major]

Referral by (if applicable)

Are you currently employed with another department at MSU? [If yes, how many hours per week?]

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**Former Employers**

List below last 3 employers and/or list pertinent employment experience, starting with last one first. Attach additional sheet(s) if necessary.

<table>
<thead>
<tr>
<th>Month/Yr</th>
<th>Business Name and Location</th>
<th>Duties</th>
<th>Reference's Name Phone Number</th>
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**Student Schedule**

How Many Hours per Week are You Able to Work?

Please fill in the time slots as follows:

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<tr>
<th>Hour</th>
<th>Mon.</th>
<th>Tues.</th>
<th>Wed.</th>
<th>Thu.</th>
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### Please tell us about yourself

**What does providing good customer service mean to you?**

**Describe a time when you had to use your verbal communication skills in order to get a point across that was important to you:**

**Describe a situation in which you had to pay attention to detail:**

**Why would you like to work for Special Collections and Archival Informatics?**

**Other information/comments**

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### We are willing to provide training in any or all of the following; in order to best assist you, please tell us about your familiarity with the following:

- **Library Classification Systems (Dewey, LC, SuDOC)**    Yes____     No ____
  
  If yes, which:

- **Audio/Visual, Microform Equipment**    Yes____     No ____
  
  If yes, which:

- **What software do you know (example: Microsoft Office suite, Adobe PDF, Adobe Photoshop, etc. ...please list)**

- **Computer support experience**    Yes____     No ____
  
  If yes, what type:

- **Photocopier/Scanner/Printer Experience**    Yes____     No ____
  
  If yes, which:

- **Digital Reformating Experience**    Yes____     No ____

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To check available positions please visit our website at http://www.lib.montana.edu/about/jobs.

*Applications are good for only one semester; please re-apply for additional jobs as they become available.*

*Graduate students MAY NOT be eligible for work if they are currently receiving an assistantship.*

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Applicant's Signature __________________________ Date __________________________

hch     81/13/2018