

Student Assistants: Hiring, Training, Retaining and Rewarding

Kim Duckett

Principal Librarian for Digital Technologies and Learning, NCSU

Glenn Hayslett

Assistant Department Head for Circulation, UNC

Jamie Vermillion

Music Library, Duke University

Student Assistant Employment Application

APPLICANT INFORMATION

FULL NAME	FIRST	MIDDLE	LAST
LOCAL ADDRESS	STREET	CITY	STATE ZIP
PERMANENT ADDRESS	STREET	CITY	STATE ZIP
EMAIL ADDRESS	LOCAL PHONE NUMBER		
UNC PID NUMBER	STUDENT YEAR CLASSIFICATION		
DEGREE CONCENTRATION/MAJOR	CURRENT QUALITY GRADE POINT AVERAGE (OPTIONAL)		
ARE YOU AT LEAST 18 YRS OF AGE?	<input type="checkbox"/> YES <input type="checkbox"/> NO		EXPECTED GRADUATION DATE
ARE YOU A US CITIZEN?	<input type="checkbox"/> YES <input type="checkbox"/> NO		IF NO, WHAT TYPE OF VISA DO YOU HAVE?

FOR WHICH ACADEMIC TERM ARE YOU APPLYING TO WORK? FALL SPRING SSI SSII

HOW MANY HOURS WILL YOU BE REGISTERED DURING THIS ACADEMIC TERM? _____ hours

HOURS AVAILABLE FOR WORK PER WEEK: _____

DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY	DAY OF THE WEEK	TIME BLOCKS OF AVAILABILITY
MONDAY		FRIDAY	
TUESDAY		SATURDAY	
WEDNESDAY		SUNDAY	
THURSDAY			

LIST ANY SPECIAL SKILLS YOU HAVE THAT MIGHT BE RELEVANT TO LIBRARY WORK (TYPING SPEED, COMPUTER SKILLS, LANGUAGE ABILITIES, ETC.)

HAVE YOU EVER PREVIOUSLY WORKED FOR UNC? YES NO

IF YES, GIVE NAME OF UNIVERSITY DEPARTMENT: _____

ARE YOU CURRENTLY WORKING IN THIS UNIVERSITY DEPARTMENT? YES NO

IF YOU HAVE PREVIOUS UNIVERSITY LIBRARY SERVICE, PLEASE STATE THE NUMBER OF SEMESTERS EMPLOYED: _____ semester(s)

ARE YOU RELATED BY BLOOD OR MARRIAGE, OR DO YOU RESIDE WITH ANY EMPLOYEE OF THE UNIVERSITY LIBRARY AT UNC? YES NO

IF YES, GIVE EMPLOYEE'S NAME: _____

RELATIONSHIP: _____

UNIVERSITY DEPARTMENT: _____

ELIGIBILITY STATEMENT

IN ORDER TO BE ELIGIBLE FOR A STUDENT ASSISTANT POSITION, YOU MUST HAVE UNC-CH STUDENT STATUS DURING THE FALL OR SPRING SEMESTER FOR WHICH YOU ARE SEEKING EMPLOYMENT. STUDENTS NOT REGISTERED FOR SUMMER SESSION CLASSES MAY WORK DURING SUMMER SESSION ONLY IF THEY ARE PRE-REGISTERED FOR THE FALL SEMESTER.

YOU MAY NOT WORK MORE THAN 40 HOURS PER WEEK IN ALL COMBINED WORK AT THE UNIVERSITY.

APPLICANT CERTIFICATION

I certify that to the best of my knowledge the foregoing statements are correct and complete. The University Library has my permission to verify information provided on this form.

APPLICANT'S SIGNATURE: _____ DATE: _____

The University of North Carolina at Chapel Hill is an Equal Opportunity Employer. The University reaffirms its commitment to equality of opportunity and pledges that it will not practice or permit discrimination in employment on the basis of race, color, religion, sex, national origin, disability, or on the basis of sexual orientation as provided by University policy. The University complies with all applicable legislation prohibiting age discrimination in employment.

CONDITIONS OF EMPLOYMENT

Employment offered to:			
Working Title (17 characters max):			
Hiring Supervisor:		Hours Per Workweek:	
Library Department:		Hourly Pay Rate:	
Account Number (#####):		Begin Date (mm/dd/yyyy):	

HIRING SUPERVISOR'S SIGNATURE: _____ DATE: _____

STUDENT ASSISTANT EMPLOYMENT AGREEMENT

The following agreement is intended to inform you of your rights and responsibilities as a Student Assistant employee in the University Library. Please read it carefully and ask questions about any of it that is not clear.

PERIOD OF EMPLOYMENT

Student assistants are employed on a semester basis. Employment may be renewed from semester to semester, provided that your work is satisfactory and that funds are available for that purpose.

Occasionally, some library departments have short-term work available. In these cases, the period of employment — two weeks, one month, etc. — will be specified in advance. Otherwise, students employed on this temporary basis have the same rights and responsibilities as those employed for a full semester.

TERMINATION OF EMPLOYMENT - BY THE LIBRARY

Should your work prove unsatisfactory your Department Head will so inform you, specifying the reasons. Should your work remain unsatisfactory, employment may be terminated at the discretion of your Department Head.

TERMINATION OF EMPLOYMENT - BY THE STUDENT

Should you find it necessary to stop work during a semester, you will be expected to give two weeks advance notice.

WAGES

Effective July 1st, 2000 the beginning minimum wage rate of pay is \$6.50 per hour.

WORKING HOURS AND SCHEDULES

Normally, Student Assistants work approximately ten hours per week. Longer or shorter working periods may be arranged with the approval of Department Heads. Working schedules will be arranged with the Department Head. Once agreed to, the Student Assistant will be expected to maintain her/his schedule. Failure to do so may result in termination of employment.

BREAKS

A Student Assistant who works three or more hours in succession is entitled to a fifteen-minute break during that working period. No one who works less than three hours in succession is entitled to a break.

Functions, working conditions, hours and other factors vary from department to department of the Library. Therefore, in addition to the general conditions specified above, your Department Head may set other requirements reflecting the needs of the Department.

RELEASE OF EMPLOYMENT INFORMATION

If you wish the University Library to be authorized to respond to a reference request on you in the future, you may sign a Release of Employment Information Form (available in the Library Personnel Office) to be placed in your personnel file before you terminate your employment with the Library.

I understand and agree to the Conditions of Employment and the Student Assistant Employment Agreement specified above.

EMPLOYEE SIGNATURE: _____ DATE: _____

Student Assistants Open House 2005

NCSU Libraries Library Student Assistant Program Committee

Overview

The Library Student Assistant Program (LSAP) committee held the first Student Assistants Open House on October 19, 2005 from 5-7pm. This event, which was conceived by the LSAP committee during 2004-05, was designed with the following objectives:

- 1) To give student workers a richer understanding of the Libraries as a whole,
- 2) To expose them to a variety of library services they can use for their academic work, and
- 3) To provide an insider's perspective on the wide array of librarian career options

Forty-four students from eight departments/units and three branch libraries attended the event. These students were organized into small groups and visited six stations: The Reference Desk, Reserves, The Life Cycle of the Book (an overview of all technical services departments), Bookstacks, the Special Collections Research Center, and the Digital Media Lab.

At each station one or two departmental representatives provided a short overview of the activities of librarians and student workers and how the department/unit fits into the overall operation of the Libraries.

Assessment

The student library assistants filled out an assessment survey following the event. 100% indicated that they would recommend the event to their peers. The survey also gathered data on the following topics, which will be used in future planning for similar events:

1. Check which two stations you found to be the most helpful.
2. What was the most important thing that you learned during this Open House?
3. What would you still like to learn about the NCSU Libraries?

Costs

The students were treated to pizza, drinks, and cookies after visiting the stations. The total cost was \$362.89. Students also received two hours of pay for attending. The LSAP committee feels strongly that the inclusion of dinner and treating the event "on-the-clock" increased attendance.

Recommendation for Future Events

The assessment data and word-of-mouth evidence suggest that students found the Open House to be a useful orientation to the activities of the NCSU Libraries. Students developed a broader context for understanding how their work in a given unit plays a part in the larger mission of the Libraries. The event also provided them with valuable insight into the many services available to library patrons and the wide variety of careers that exist within the librarian profession.

2005 LSAP Committee

Kim Duckett, chair
Anna Dahlstein, vice chair
Jackie Gadison
Terra Kridler
Megan Oakleaf
Catherine Pellegrino
Josh Wilson
Laura Blessing, ex officio

Library Student Assistant Program Committee Proposal for Student Assistant Awards (April 2006)

The LSAP Committee proposes the creation of an annual recognition program for student assistants designed to acknowledge excellence, promote retention, and foster long-term relationships between the Libraries and outstanding “future alumni”. The committee believes that in order to refine the criteria/process any further than what has been outlined in this document, it will be necessary to learn from experience and the nature of actual nominations submitted in the first awards cycle(s).

There will be **two award categories**: the Above & Beyond Library Service Awards and Library Student Assistant of the Year (LSAY) Award. Each year, 5 to 10 students will be selected for Above and Beyond awards [= certificates, special/unique.] The 1 Library Student Assistant of the Year [= certificate and engraved brick] will be selected from the same pool, but given only in those years in which a suitable recipient is found.

Timing: Presenting the awards at the Fall student appreciation luncheon (usually held during “dead week” in the late Fall) might allow students to include the award on graduate school and post-graduation job applications, and would allow coverage in the spring *Focus* (which closes in very early February), within the same academic year.

Nomination and selection process:

Who may be nominated? Any undergraduate or graduate student working for the NCSU Libraries, including UNC and NCCU library school students.

Who nominates? Direct supervisors or any other EPA/SPA staff members working with student assistants may nominate candidates. Nominators will be alerted to the fact that their comments may be made public (in the *Focus*, and/or read aloud at presentation of awards) and reviewed by the student’s direct supervisor, if other than the nominator.

How are nominations made? Nominations will be solicited by the LSAP Committee through the library staff listserv, the *Staff Bulletin*, and personal follow-up contacts. Nominations will be submitted through a web form requesting the following information:

- One or two sentences describing the student’s job responsibilities
- A paragraph or two describing the student’s accomplishments and including one or several concrete, illustrative examples.
- Rate student (from 1 to 5) along these criteria: 1) Quality of work, 2) Productivity, 3) Reliability/responsibility, 4) Willingness to take initiative, 5) Attitude
- Please indicate how long the student has worked for the Libraries, if you know.

Criteria for selection: LSAP will consider the complete nomination package for each candidate, who will primarily be compared to his/her peers (undergraduates / graduate students / library school students). If an LSAP member is a supervisor of a nominee, s/he will not participate in the discussion of that nominee. For the single LSA of the Year award, students must be completing at least their second semester of service to qualify.