



*Economy got you  
down?*

**Looking for a fun  
job?**



**If you answered YES, why not consider working at the library?**

**The library really is a fun place to work! Many students begin employment here as freshman and stay on until graduation. We're open convenient hours which offers many options to students with busy schedules.**

**If you're interested in joining our team, please take a minute to read the following which answers many questions we frequently hear from potential student employees.**

**If after reading this you have a question that wasn't answered here or have a suggestion for future fliers, please email us at [LibraryHR@ucf.edu](mailto:LibraryHR@ucf.edu). Thank you for thinking of the library!**

## **How do I apply?**

Student Assistant Applications are available online at <http://library.ucf.edu/jobs/>. Be sure to answer all questions in a clear legible manner. Also, don't forget to include your class schedule, work availability, local phone number, and current email address.

Let us know if you have previous library experience, knowledge of a second language, computer knowledge, or other skills you feel would be useful here.



## **What happens to my application?**

Applications are kept in our database for 60 days. Individual department supervisors review the database to identify individuals who have the skills and work schedule that meet the needs of their own work group.

## **Who makes the hiring decisions?**

Because the library employs around 200 people and houses over a dozen individual departments, hiring decisions are made by individual department supervisors. The staff in the Library Administration Office only becomes involved in the process once a candidate has been selected for hire. Library Administration does not have information about which departments are hiring. The supervisors will contact applicants for interviews. It is strongly recommended that applicants bring an unexpired photo ID, original signed social security card, and voided check to the interview. If hired, these documents will be needed to complete the necessary paperwork.

## **When is hiring done?**

The library is open year round and new student assistants join our team on a regular basis. Generally, most of the recruitment takes place just before the start of the fall and spring semesters.

## **How soon would I be able to start working?**

After the supervisor makes the decision to hire you, you will need to complete the necessary hire paperwork. International students will need additional documentation. This paperwork will be filled out in the Barbara Ying Center. If you have a Federal Work Study award, you will need to provide your Award Summary in addition to the regular

paperwork. If you are related to another UCF employee, additional paperwork is required and adds processing time to your hire packet. Generally students wait no longer than 2 weeks to start working. (This is the length of one of our pay periods.)

### **What is Federal Work Study?**

Federal Work Study (FWS) is a program designed to provide college students, who are in need of financial assistance, a chance to earn money while pursuing their degree. You must apply for Federal Work Study via the FAFSA form. For more information on Federal Work Study, please visit the Financial Aid website at <http://finaid.ucf.edu/>.



### **How much will I earn at the library?**

The starting salary for students is minimum wage, which is \$7.67/hour. Federal Work Study (FWS) students start at \$7.67. (FWS wages are set by Financial Aid.)

### **I've never worked in a library. How will I know what to do?**

You will receive a booklet titled *Student Assistant Guidelines*, which covers most of the “do’s” and a few “do not’s.” Supervisors are responsible for introducing new employees to their specific job responsibilities.

### **How many students work in the library?**

Around 100 students are employed by the UCF libraries at any time.

### **Other questions?**

Don't hesitate to contact us at [LibraryHR@ucf.edu](mailto:LibraryHR@ucf.edu).