



Table of Contents

Jobs for 2L or 3L Law Students or SI Students with a J.D. or who have taken Advanced Legal Research. Check individual job descriptions, as some positions require special qualifications.

Advanced Acquisitions Assistant.....	page 1
Cataloging Assistant.....	page 2
Faculty Bibliography Research Assistant.....	page 3
Faculty Research Assistant, Reference Department.....	page 4
Phone Page, Reference Department.....	page 5
Project Research Assistant.....	page 6
Reference/Information Desk Assistant.....	page 7

Jobs for All Students:

Acquisitions Assistant.....	page 8
Administration Office Assistant.....	page 9
Circulation Desk Assistant.....	page 10
CMU Labeling and Support.....	page 11
Continuations and Serials Services Asst.....	page 12
Documents and Digitization Assistant.....	page 13
Interlibrary Loan Assistant.....	page 14
Reference Department Office Assistant.....	page 15
Shelver.....	page 16
Stacks Assistant.....	page 17
Website Assistant, Electronic and Systems Services Unit.....	page 18



ADVANCED ACQUISITIONS SERVICES ASSISTANT

Job description:

Perform and document complex bibliographic research on problem serials using WorldCat, the web, publisher web sites, other libraries' online catalogs, relevant databases and related sources. Authorize invoices for payment, claim missing items in our serials collection, receive new materials, and work with various aspects of electronic resources.

Hours:

Fall and winter terms, 10-15 hours per week. Spring/summer terms, up to 30 hours per week. Hours to be scheduled weekdays, between 8-5, Mon-Fri. .

Required qualifications:

Applicants **MUST** be U of M School of Information students; U of M students with equivalent knowledge and experience may be considered in exceptional circumstances. Facility with conducting and documenting detailed research in electronic and manual environments, good oral and written communication and problem solving skills.

Desired qualifications:

Familiarity with reading and interpreting bibliographic records; facility with searching WorldCat, the Internet and library online catalogs; some knowledge of one or more Western European languages.

The Assistant will work under the general supervision of the Head of Acquisitions Services and with the Electronic Resources and Acquisitions Librarian for some functions.

Characteristic duties

- Research problematic continuations
- searching for evidence of cessation or suspension; changes in title, issuing body, publisher or format, etc.; document findings.
- Authorize payment for library materials.
- Claim overdue continuations from vendors and publishers.
- Receive new monographs from domestic and/or foreign approval plan vendors (e.g, Yankee Book Peddler; Casalini Libri; Harrassowitz, etc).
- Assist with maintenance of library Electronic Resources Management (ERM) system, including resolving access problems.
- Related duties as assigned.

Pay: \$11.50 hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



CATALOGING ASSISTANT

Job description:

The Cataloging Assistant will work in the Cataloging Services Unit, performing a variety of projects relating to cataloging.

Required qualifications:

Applicants must be University of Michigan School of Information students. Reliability, accuracy, attention to detail, and willingness to work collaboratively are essential. Successful completion of a cataloging class, knowledge of bibliographic and authority records and facility in searching OCLC and online library catalogs is highly desirable.

The Cataloging Project Assistant works under the supervision of the Cataloging Services Leader. Others in the Unit will provide some training.

Characteristic duties:

- Assist in the reconciliation of personal name headings and the disassembling of the Public Catalog. This process includes modifying online bibliographical records and modifying/creating online authority records.
- Copy cataloging
- Searching OCLC and other libraries' online catalogs
- Review and withdrawal of obsolete cataloging resources
- Related duties as assigned

Pay: \$11.50/hour. During spring/summer terms, 15-20 hours/week; during fall and winter terms, 10 hours/week.

Hours: between 8-5, M-F.

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



FACULTY BIBLIOGRAPHY RESEARCH ASSISTANT Electronic & Systems Services Unit

Job description:

- Perform research to identify publications written by University of Michigan Law School Faculty.
- Confirm citations and gather sources to enable accurate citation following the rules of the Chicago Manual of Style.
- Update Reference Manager database of faculty publications, update Publications of the Law School Faculty website and the Law School faculty biography pages with new publications.
- Maintain integrity of underlying database, files and instructions to ensure consistent format, entry and citation practices.
- Update and revise the Law School Faculty working paper series as needed.

Qualifications:

Applicants **MUST** be U of M School of Information students; U of M students with equivalent knowledge and experience may be considered in exceptional circumstances. Breadth of familiarity with the literature of various disciplines, and the effective use of their research tools is desirable. Other desired qualifications: reliability and accuracy; ability to follow detailed instructions and to work collaboratively with project manager; ability to work with detailed bibliographic information; ability to learn and use the Chicago Manual of Style; ability to learn, use and maintain a Reference Manager database; ability to use Word, Adobe Acrobat, and SharePoint.

The Faculty Bibliography Research Assistant works under the direct supervision of the Systems Librarian. The supervising librarian will provide training.

Hours:

Able to work 10-15 hrs a week between 8 a.m. and 6 p.m. Monday-Friday.

Pay rate: \$11.50/hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



FACULTY RESEARCH ASSISTANT

Job description:

The Research Assistant will work for the Reference Department of the Law Library, serving as a research assistant available to perform relatively short-term research projects for the entire Law School faculty.

Research assistants are assigned projects by the Faculty Services Librarian. These projects involve research across a broad spectrum of law and non-law subjects including literature searches, Lexis or Westlaw searches, statistical research and other interdisciplinary investigations. Projects may involve research in other campus libraries, in addition to the Law Library.

Qualifications:

Applicants **MUST** be University of Michigan Law School students in the full-time JD program who have successfully completed both semesters of the Legal Practice Program. School of Information students who have a JD may also apply. Good legal research skills, including skills with manual and electronic research, and good oral and written communication skills required. Breadth of familiarity with the literature of various disciplines, and the effective use of their research tools, desirable.

The Research Assistant will work under the direct supervision of the Faculty Services Librarian who will provide training.

Pay rate: \$11.50

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



PHONE PAGE - REFERENCE DEPARTMENT

Job description:

Locate and retrieve published materials from all campus libraries for law school faculty. Pages monitor faculty requests, clarify information, locate materials (using online and manual catalog records and Reference Librarian assistance, as needed) and retrieve the materials for delivery by the Circulation Department staff. Speedy turnaround is essential.

Qualifications:

Applicants **MUST** be **University of Michigan Law students in the full-time JD program who have successfully completed both semesters of the Legal Practice Program. School of Information students who have a JD** may also apply.

Phone pages are supervised by the Faculty Services Librarian, who will provide training.

Hours:

15 hours per week, with some scheduling flexibility within the Monday - Friday, 8 - 5 range.

Pay rate: \$11.50

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



PROJECT RESEARCH ASSISTANT

Job description:

Project Research Assistants are hired to work on a specific research project or research related projects for the Reference Department of the Law Library. Project positions may recur at the same time each year, or may be one-time positions for a specific project that will not repeat.

- Projects typically include:
 - Working on updating the legal research tape tours each year, including researching and creating new research problems. (Once per year for spring/summer term)
 - Performing research for updating the Law School Faculty Bibliography.
 - Preparing and updating research guides on various topics of law, or assisting with other research on a project basis.

- **Qualifications:**

Applicants **MUST** be University of Michigan Law School students in the full-time JD program who have successfully completed both semesters of the Legal Practice Program. School of Information students who have a JD may also apply. Good legal research skills, including skills with manual and electronic research, and good oral and written communication skills required. Breadth of familiarity with the literature of various disciplines, and the effective use of their research tools, desirable.

Research Assistants work under the direct supervision of the Reference Librarian in charge of the specific project. The supervising Reference Librarian will provide training.

Pay rate: \$11.50

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



REFERENCE/INFORMATION DESK ASSISTANT

Job description:

Provide informational, directional, reference and research assistance to Law Library patrons. Student will staff the Reference/Information Desk on S-1, either alone, with fellow desk assistants, or with professional reference librarians, during reference hours (9 a.m. to midnight, 7 days/week)

Desk assistants will assist users with all aspects of reference service, including use of Lexcalibur and the Public Card Catalog, general reference questions, use of the Library's resources, research strategies and simple database searches (Lexis, Westlaw and RLIN). Desk Assistants will conduct reference interviews and refer patrons to library and campus resources as appropriate (e.g. to written user guides, to professional reference staff, or to another campus library).

Qualifications:

Applicants **MUST** be University of Michigan Law students in the full-time JD program who have successfully completed both semesters of the Legal Practice Program. School of Information students in the law librarianship concentration (who have a JD or have taken legal bibliography or Advanced Legal Research). may also apply. This position will require students with training or background in legal materials and librarianship. Mandatory training will be provided by the Reference Department.

Pay rate: \$11.50

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



ACQUISITIONS ASSISTANT

Job description:

Filing; preparing purchase orders for mailing; preparing invoices for payment; occasional errands to other units; some typing of various forms.

Qualifications:

Must be a currently-enrolled college student, U-M preferred. Reliability and accuracy are important. Must be able to file in alphabetical and numeric order and type 25 wpm with accuracy. Working knowledge of world geography and neat, legible handwriting are essential. Knowledge of a European language. Some general office experience would be helpful.

Hours:

10 hours per week, no weekend or evening hours.

Because the Assistant is needed daily during regular business hours (8 - 5 Monday through Friday), hours must be scheduled over at least 4 week days.

During exams, temporary reduction in weekly hours will be acceptable.

Pay rate \$9.00 per hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



ADMINISTRATION OFFICE ASSISTANT

Job description:

Office assistant in the Administrative Offices of the Law Library; assists with a variety of projects; duties as assigned. Projects run from the routine to the complex, including photocopying, errands, bibliographic projects; data encoding, etc., depending upon the nature of the current work in progress.

Position available now and will continue through the year. Candidate must successfully complete 30 day probationary period.

Qualifications:

Applicants must be a currently enrolled college student, U-M preferred. Some office experience preferred.

Pay rate: \$9.00/hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



CIRCULATION DESK ASSISTANT

Job description:

Students working at the Circulation Desk help library patrons to locate reserve material and to charge library material. They retrieve microforms and assist with use of microform readers. First-term assistants spend some time shelving to learn the library's collection.

Qualifications:

Must be a currently enrolled college student, U-M preferred. Reliability and the ability to work with the public are important. Law Library or general library experience helpful. Law students, library science students as well as other University students are welcome to apply.

Hours

The Circulation Desk is open from 8 a.m. to 12 a.m. seven days a week. Student assistants staff many of the evening and weekend hours, so scheduling flexibility during those times is a must. Some day hours are generally available, but should be accompanied by the ability to work nights and weekends.

Student assistants work 10-12 hours per week, with a permanent weekly schedule set up at the beginning of the term. Once the term schedule is established, assistants are responsible for the hours assigned to them. If an assistant is unable to work for any reason a substitute must be arranged.

Pay rate: \$10.50

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



COLLECTION MAINTENANCE UNIT LABELER I

Job Description:

- Neatly & accurately apply labels and property marks to materials
- Re-label materials that have been re-cataloged or transferred
- Produce labels using the Library's cataloging program, Millennium
- Process unbound serials, slip opinions, microfiche, etc.
- Stamp & discard withdrawn materials
- Punch holes in materials for placement in binders, as directed
- Protect fragile or flimsy materials by placing in staple or acco binders
- Assist in maintaining the Labeling area
- Accurately keep track of material flow
- Assist in stocking and tracking unit supplies

Qualifications:

Must be a currently enrolled college student, U of M preferred. Attention to detail and the ability to perform detailed work quickly and accurately required. Must have basic and accurate keyboarding skills, and clear and legible handwriting. Position requires some light lifting. Prior library experience a plus, but not required.

Hours:

10 to 12 hours per week, to be scheduled between 8 a.m. and 5 p.m., Monday through Friday
More hours may be available during spring and summer semesters

Pay Rate: \$9.00 per hour

5/09

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



CONTINUATIONS AND SERIALS SERVICES ASSISTANT

Job Description:

Mail

- Deliver out going mail to the Receiving Room
- Retrieve all incoming mail for the library from the Receiving Room
- Sort and open all U.S. mail and package deliveries for the library
- Make a 4 o'clock mail run to the law school

Filing

- File duplicate material
- File cardexes, ceased pub slips, packing lists

Assisting in Bind Prep

- Alphabetize books returned from the bindery
- Ticket books returned from the bindery

In this position you will ...

- Interact with all units in the library
- Use word processing skills to create flags, lists, and documents
- Assist with other unit duties as time permits

Qualifications:

Must be a currently enrolled college student, U of M preferred.

Must be able to lift boxes weighing up to 50 lbs. and push trucks with mail bags and books.

Should be reliable and accurate.

Should have neat, legible handwriting.

Hours:

10-15 hrs. per week. Must be available to work at least 1 ½ hours per day between 1:00 p.m. and 5:00 p.m. Monday through Friday.

Pay Rate: \$9.00 per hour

See the Job List at the Law Library's Administrative Office to find out whether this job is open for the current semester.



DOCUMENTS & DIGITIZATION ASSISTANT

Job description:

Students working in Documents & Digitization help process document requests to meet the research needs of our patrons. Duties include scanning documents and manipulating .tif and .pdf files; photocopying; preparing received material for delivery to patrons electronically and in paper formats; packaging materials; retrieving books and other materials from Library stacks; assisting with Library digitization projects and other tasks as assigned.

Qualifications:

Must be a currently enrolled college student, U-M preferred. Attention to detail and consistent accuracy in work is required. Reliability, the ability to work independently and the ability to receive direction verbally and in writing is necessary.

Hours:

Documents & Digitization is open from 8 a.m. to 5 p.m., Monday - Friday. Student assistants work 10 hours per week, with a permanent weekly schedule set up at the beginning of the term. Assistants are responsible for working the hours assigned. If an assistant is unable to work for any reason, hours must be made up.

Pay rate: \$10.50

3/11

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



INTERLIBRARY LOAN ASSISTANT

Job description:

Students working in Interlibrary Loan (ILL) help process Interlibrary Loan requests to meet the research needs of our patrons. Duties include processing requests using the ILLiad software system; preparing received material for delivery to patrons electronically and in paper formats; packaging materials; retrieving books and other materials from Library stacks; and other tasks as assigned.

Qualifications:

Must be a currently enrolled college student, U-M preferred. Attention to detail and consistent accuracy in work is required. Reliability, the ability to work independently and the ability to receive direction verbally and in writing is necessary.

Interlibrary Loan and library experience is strongly preferred.

Hours:

Interlibrary Loan is open from 8 a.m. to 5 p.m., Monday - Friday. Student assistants work 10 hours per week, with a permanent weekly schedule set up at the beginning of the term. Assistants are responsible for working the hours assigned. If an assistant is unable to work for any reason, hours must be made up.

Pay rate: \$10.50

3/11

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



REFERENCE OFFICE ASSISTANT

Job description:

Assist the full-time Reference Office Assistant in providing clerical support services for the Reference Department and five full-time Reference librarians. Duties include sorting mail and book advertisements, checking and stocking supplies in service areas, maintaining Lexis and Westlaw printers and sorting and filing print jobs, checking computers, photocopying, errands, filing, some word processing and data entry, assisting with U.S. depository disposal shelves and other duties as assigned.

Qualifications:

Applicant must be currently enrolled college student, U-M preferred. Some office experience preferred.

Able to work 10-15 hrs a week between 8 a.m. and 5 p.m. Monday-Friday.

Assistance with training and work assignments provided by the full time Reference Office Assistant, under the indirect supervision of the Head of Reference.

Pay rate: \$9.00/hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



SHELVER

Job description:

Shelvers in the Law Library are responsible for clearing study and stack areas and reshelving books. There are also other projects as assigned.

Qualifications:

Applicant must be currently enrolled college student, U-M preferred. Reliability and accuracy are the two most important requirements. No library experience is needed; shelvers will be trained in the basic arrangement of the Library. They must be able to do some moderate lifting and pushing and to tolerate some dust.

Hours:

The shelving operation functions from 8:00 a.m. to 5:00 p.m. Monday through Friday, and 8:00 a.m. to 12:00 p.m. Saturday and 11:00 a.m. to 2 p.m. Sunday. The hours are arranged around class schedules; work study students are scheduled to work the approximate number of hours that would allow them to earn their awards. Preferences in schedules are honored when possible, but in order to meet the needs of the Library, shelvers must be available for a combination of weekday and weekend hours.

The schedule is set during the first few days of classes and remains in force through the end of University (as opposed to one's personal) final exams for the term. Allowances are made for exam conflicts during finals, but there is no schedule change during study days. Shelving hours are optional during term-end breaks.

Time off must be requested in writing in advance. Shelvers may be required to find substitutes.

Pay rate: \$9.00 per hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



STACKS ASSISTANT

Job description:

Looseleaf filing; filing new pages into looseleaf volumes, superseding of legal materials; exchanging new volumes for volumes on the shelf; filing pocket parts, special shelving of flimsy materials; slip opinions, court reports; barcoding of older materials; projects as assigned.

Qualifications:

Must be a currently enrolled college student, U-M preferred. Strict attention to detail. One of the following highly desirable: library experience, law firm experience, Law or SI student, or experience with tasks involving strict attention to detail.

Hours

6-12 hours per week, to be scheduled between 8 a.m. and 5 p.m., Monday through Friday.

Pay rate: \$10.50 per hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.



**WEBSITE ASSISTANT I
ELECTRONIC AND SYSTEMS SERVICES UNIT**

Job description:

The Law Library is embarking on a major revamping of its website. You will assist in revising, enhancing, expanding, maintaining, and testing usability of Law Library's website, which contains general and specific Law Library information, customized legal research guides and aids, and links to many legal research resources. Duties include web page design, implementing new web technologies and standards, editing, scanning, and creating documents. The website is managed via Microsoft's Sharepoint content management system.

Qualifications:

Able to work 10-12 hours a week. Initially must work between 8 a.m. and 5 p.m. Monday-Friday; a partial shift of schedule may be possible after the first month.

MUST have experience and skills in website maintenance; knowledge and experience with using Word, Adobe Reader/Distiller, Adobe Photoshop plus web site creation interfaces such as Frontpage, Homesite, or Amaya. **MUST** have solid knowledge and skills with **HTML/XHTML, XML, CSS, Perl, and JavaScript**. Students in School of Information preferred.

Applicants must submit a resume with their application.

Pay rate: \$11.50/hour

See the Job List at the Hiring Table or on the Law Library website to find out whether this job is open for the current semester.

6/08