

Julien and Virginia Cornell Library

FAQ's for Library Services Assistant

1. Not sure if you are work-study eligible and/or have a question regarding amount of available funds?

Contact the Financial Aid Office at FINAID@vermontlaw.edu. They will be happy to help you.

2. What is the current pay rate?

\$15.00 per hour. (Determined by Financial Aid Department, not the Library.)

3. How many hours can I work per week?

The amount of hours you can work per week depends on the following:

- VLGS allows students to work up to 20 hours per week during classes. Please note:
 - ✓ Your funds need to be stretched over the amount of weeks you plan to work. For example, you have \$1000 funds for the semester (determined by Financial Aid). You need to work at least one shift through study and exam period. This would equal approximately 17 weeks. The equation would be: ($\$1000 \text{ funds} \div 15.00 \text{ pay rate} = 66.66 \text{ total hours}$) then ($66.66 \div 17 \text{ weeks} = 3.92 \text{ hours per week}$). Generally, you may be able to work 4 to 8 hours per week, given holidays, the inevitable missed shifts, etc.
- Are you also working or plan to work in another department? If yes, your funds must stretch to cover both positions. (See FAQ #1), and you can only work 20 hours per week total.
- Your availability versus open shifts will be the major determinant.

4. Are the hours flexible?

- Yes and no.
 - ✓ You will be assigned a specific shift(s) for the semester with the exception of school breaks and holidays.
 - ✓ There are "replacement" procedures if you are unable to work your shift. You can volunteer to pick-up a shift keeping in mind the status of your work study funds.

5. Is there an orientation or training scheduled?

- Training will be provided by library staff prior to starting work, as availability allows.

6. When will I know that I have been hired to work?

- New Hires: A review of your application, work-study eligibility and availability will be conducted. You will receive email updates regarding your status as we complete the reviews.
- Re-Hires: A review of your previous job performance, work study eligibility and availability will be conducted. You will receive an email as soon as that has been completed.

Please contact us if you have any questions at rmurphy@vermontlaw.edu .