**IGC Library Work-Study for Summer Vacation, 2018**

Work-Study positions for summer vacation of 2018 in Incheon Global Campus(IGC) Library are open to students. For those who are interested are welcome to turn in “Work-study Job Application Form” to the library.

1. **Qualifications:** Undergraduates or graduate students who are currently enrolled at the universities in Incheon Global Campus
2. **Working Periods: June 22nd, 2018 ~ August 31st 2018**
3. **Rate of pay: 8,500(KWN) per hour**
4. **Steps to apply & Notice of job offer**

**a. Application periods**

**• June. 18th 2018 ~ June. 20th 2018 (closing at 15:00)**

**b. How to apply**

**•** For those who does not follow the direction below will be disqualified.

• Fill out“Work-Study Job Application Form”and submit it to the help desk at IGC Library only ONCE.

(Duplication or correction will NOT be accepted once you turn in the form)

• Use 한글/MS Word to fill in the application, then print out the form and turn it in to the library (09:00 ~ 18:00).

**c. Duty Hours**:Maximum of 15 hours per week & 60 hours per month.

• Check all the available hours and days that you wish to work on the application form ⇒

 IGC library will schedule work hours from the form and give notice to applicants.

(Once you accept the job offer, you cannot change the schedules)

**d. Notice of job offer**: Text message will be sent on June. 21st.

• Notice will be sent to successful applicants only.

**5. Priority**

• Priority will be given to students who can work at 09:00 ~ 13:00 weekdays.

• Priority will be given to students who are skilled at using computer programs(excel, power

point...etc)

**6. Duty of work-study job**

• Assistance to overall control of the library.

**7. Notice**

• The schedules of duty hours and days cannot be changed after accepting the job offer.

 • The workers are not allowed to quit their work due to personal reasons unless he or she has inevitable reasons such as accidents or diseases.

 • The workers may be disqualified from the work if he or she makes troubles such as lateness, showing poor performance.

**8. Contact**

• Please contact the help desk at IGC Library (1st Floor).

**IGC Library Work-Study Job Application Form**

|  |
| --- |
| **Notice : Duty Hours should be scheduled less than 15 hours per week and 60 hours per month.**  |
| ull Name | (English) (Korean) |
| Student no. |  | Grade |  |
| University |  | Age |  |
| Address**(Please check** √) | ▢ IGC Dormitory ▢ Others: | Telephone |  |
| Email |  |
| Self- introduction |  |
| Working Experience / Specialty( Please specify)  |  |
| Available Duty hours & days |

|  |  |
| --- | --- |
| **Duty day** | **Please check hours(√)**  |
| 09:00 ~ 13:00 | 13:00 ~ 18:00 | please write down the time you prefer |
| ▢ Mon  | **√(example)** |  | 10:00 ~ 14:00 (example) |
| ▢ Tue |  | **√(example)** |  |
| ▢ Wed  |  |  |  |
| ▢ Thu |  |  |  |
| ▢ Fri  |  |  |  |

 |
| date : / / / Signature : |