

Emory University Libraries

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Stacks & Science	
Position Title:	Stacks Worker	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 1-2
Hours per week: 10-20		
Specific time periods required: Must be able to work minimum of 10 hours within work schedule below. <u>Must be able to work six consecutive weeks of summer term (which ends on 8/22).</u>		
Work Schedule: Hours between M-F 9am-5pm always available; more hours potentially available on evenings and weekends depending on supervisor coverage		
<p><u>Responsibilities/Duties:</u></p> <p>The stacks team is responsible for maintaining and providing access to the materials in the print collection. This includes making sure that the books are in sequence, returned items are checked in and items are delivered and shelved. We collect data on our work and are committed to continual improvement. Student workers will be expected to:</p> <ul style="list-style-type: none"> • Complete circulation tasks such as book drop (returns) and universal pulls (requests) • Reshelve books with a high degree of accuracy • Assist in quality assurance efforts such as shelf-reading and shelving quality controls • Participate in long-term space management projects such as shifting and transfers • Assist with additional tasks and projects as delegated by department supervisors <p>This list is not exhaustive.</p>		
<p><u>Requirements:</u></p> <ul style="list-style-type: none"> • Attention to detail and strong analytical skills • Availability to adhere to a set work schedule of at least 10 hours per week, with minimum shift length of 2 hours • Strong task prioritization and time management skills • Ability to work independently and collaboratively • Basic comfort with Microsoft Office, particularly Outlook, Teams, and Excel • Excellent communication skills • Prior library experience appreciated but not required 		
Interviewer's Name:	Sage Hickok	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Sage Hickok		Date: 5/26/2026

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