

Emory University Libraries

Request for New Student Assistant



Student Job Details			
Team and/or Unit:	Music & Media Service Desk		
Position Title:	MUSME Stacks Student Assistant		
Classification Level: Student Assistant	Hourly Rate: 15.50	Available openings: 2	
Hours per week: 8+			
Specific time periods required: Fall 2026 and potentially Spring 2026			
Work Schedule: Between the hours of 9am and 4pm Mon through Fri			
<u>Responsibilities/Duties:</u>			
- Open stacks maintenance (re-shelving, straightening, shelf reading, shifting) - Process incoming acquisitions (Music scores, DVD's, books & journals) - Equipment maintenance / Inventory - Keeping Music & Media Library organized, orderly, and tidy. Includes: - o Cleaning workstations - o Straightening tables, chairs, equipment - o Library workstation equipment monitoring and maintenance			
<u>Requirements:</u>			
- Ability to read Western classical music (music major preferred) - Basic knowledge of German, Italian, or French (preferred, not mandatory) - Basic understanding of the library catalog and various departments - Demonstrated ability to manage work assignments - Attention to detail and time management skills - Responsible, personable, and dependable - Problem solving skills - Verbal and written communication skills - Ability to write legibly			
Interviewer Name:	Kevin Miller		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Kevin Miller		Date: 08/12/2026	

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