

Emory University Libraries

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Resource Description Department	
Position Title:	Resource Description and Processing Assistant	
Classification Level: Student Assistant, Sr.	Hourly Rate: \$17.00	Available openings: 2
Hours per week: 10		
Specific time periods required: Monday-Friday (Flexible)		
Work Schedule: Flexible (primarily between 8:00 am & 6:00 pm); No evening or weekend work.		
Responsibilities/Duties: This position supports the general operations of the department: • Adding security features and property marking library materials for shelving • Sorting library materials for routing to backlog collections or other departments • Preparing and applying call number labels for monographs, serials, microfilms, and music/media items using the Alma Library System and the call number label computer program • Verifying the accuracy of the call number labels • Packing library materials to be shipped for cataloging, or unpacking library materials received from cataloging vendors and checking the accuracy of shipments • Searching Connexion for appropriate bibliographic records for newly acquired library materials. • Participating in other activities supporting the work of the Resource Description department as assigned		
Requirements: 1. Dependability, attention to detail, communication skills, critical thinking, and the ability to learn new skills and to follow instructions 2. Computer skills, ability to type accurately and to use and learn a variety of library (e.g. Alma, Connexion) software applications 3. Flexibility, ability to adjust to changing assignments on short notice 4. Ability to lift moderately heavy objects and move heavily loaded book trucks 5. Ability to work well independently		
Interviewer's Name:	Pamela Matthews, Laura Trittin	
Contact Email:	Lib-studentjob@emory.edu	
Form Submitted by: Pamela Matthews		Date: July 9, 2026

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