

Emory University Libraries

Request for New Student Assistant



| Student Job Details | | |
|---|----------------------------------|---------------------|
| Team and/or Unit: | Stacks & Science | |
| Position Title: | Stacks Student Assistant | |
| Classification Level: Student Assistant | Hourly Rate: \$ 14.00 | Available openings: |
| Hours per week: 10+ | | |
| Specific time periods required: 9AM-5PM, Monday through Friday | | |
| Work Schedule: Flexible hours, with shifts of no less than two hours | | |
| <u>Responsibilities/Duties:</u> | | |
| <p>The Stacks Team provides accessibility and maintenance for the Library's print collection. This includes:</p> <ul style="list-style-type: none">• Ensuring the books are shelved in proper sequence• Organizing the general collection and discrete collections• Processing returned books and clearing loans• Pulling requested materials in a timely fashion• Reorganizing the collection to accommodate new books• Collecting performance data to ensure continual improvement | | |
| <u>Requirements:</u> | | |
| <ul style="list-style-type: none">• Must be Detail oriented and possess good analytical skills• Must be capable of adhering to a set work schedule of at least 10 hours a week• Must be able to work independently and in a group• Excellent communication skills (in writing and in person)• Working knowledge of Excel• Ability to push and move 30 lbs. with or without reasonable accommodations• Availability to work over the summer preferred, but not required | | |
| Interviewer Name: | Augustine Hart | |
| Contact Email: | LIB-studentjobs@emory.edu | |
| Form Submitted by: Augustine Hart | | Date: 1/25/2024 |