

# Emory University Libraries

## Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email ([lib-studentjobs@emory.edu](mailto:lib-studentjobs@emory.edu)). Use 'New Student Assistant' in the subject line.

<b>Student Job Details</b>			
Team and/or Unit:	<b>Library Service Desk – Access Services</b>		
Position Title:	Library Service Desk Assistant		
Classification Level:	SA3	Hourly Rate:	Available openings:
Hours per week: 5-15			
Specific time periods required, if any: Summer '24 and Fall '24			
Work Schedule: Hours available Mon-Fri, Sat, Sun. 8am-10pm.			
<b><u>Responsibilities/Duties:</u></b>			
<p>Staff Library Service Desk. Check out, check in, and renew library materials. Answer inquiries about library services. Maintain cleanliness of Learning Commons and designated study rooms Monitor and troubleshoot printer, self-check, and other equipment. Record interactions in DeskTracker. Develop thorough understanding of library policies, procedures, and general information.</p>			
<b><u>Requirements:</u></b>			
<p>Must arrive on time and ready to work the entire shift. Good communication skills. Strong customer service skills. Physically able to sit or stand for extended periods of time. Must be responsible, personable, and dependable.</p>			
Interviewer's Name:	Natalie Heimerle-Warthan		
Contact Email:	<b>LIB-studentjobs@emory.edu</b>		
Form Submitted by:	Natalie Heimerle-Warthan		Date: 4/15/24