

Emory University Libraries

Request for New Student Assistant



EMORY
LIBRARIES

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

Student Job Details			
Team and/or Unit:	Resource Description Department		
Position Title:	Resource Description and Processing Student Assistant		
Classification Level:	Student Assistant	Hourly Rate: \$14.00	Available openings: 1
Hours per week:	20-40		
Specific time periods required:	Monday-Friday		
Work Schedule:	Flexible Schedule; (primarily between 7:00 am & 6:00 pm). No evening or weekend work.		
<u>Responsibilities/Duties:</u>			
<p>This position supports the general operations of the Resource Description Department. Responsibilities/Duties include, but are not limited to:</p> <ul style="list-style-type: none">• Adding security features and property marking library materials for shelving; and• Sorting library materials for routing to various destinations• 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, unpacking library materials received from cataloging vendors and checking accuracy of parcel 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.			
<u>Requirements:</u>			
<ol style="list-style-type: none">1. Dependability, attention to detail, communication skills, critical thinking, and the abilities 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) software.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 Name:	Pamela Matthews		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by:	Pamela Matthews		Date: 4/15/2024