

Emory University Libraries

Request for New Student Assistant



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LIBRARIES

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

Student Job Details			
Team and/or Unit:	Science Commons – Library Service Desk		
Position Title:	Library Service Desk Assistant		
Classification Level:	SA3	Hourly Rate:	Available openings: 1
Hours per week: 10			
Specific time periods required, if any: Summer '24			
Work Schedule: Mon – Fri			
<u>Responsibilities/Duties:</u> Staff Science Commons Service Desk. Check out, check in, and renew library materials. Answer inquiries about library services in person and via telephone. Shelve books and periodicals. Maintain collection by shelf reading, shifting, and general upkeep. Monitor and troubleshoot printer, self-check, and other equipment. Record interactions in DeskTracker. Develop thorough understanding of library policies, procedures, and general information. Perform other duties as Science Commons needs evolve.			
<u>Requirements:</u> Must arrive on time and ready to work the entire shift. (Time management skills are essential) Good communication skills. (English proficient written and verbal) Strong customer service skills. (Attentive, patient, polite, and result oriented) Physically able to lift, reach, push, and squat. Must be responsible, personable, and dependable. Possess attention to detail. (Must be accurate and efficient)			
Interviewer's Name:	Natalie Heimerle-Warthan		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Natalie Heimerle-Warthan		Date: 4/24/24	