

# Emory University Libraries

## Request for New Student Assistant



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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 subject line.

<b>Student Job Details</b>		
Team and/or Unit:	Public Services, Rose Library	
Position Title:	Public Services undergraduate student assistant	
Classification Level: Student Assistant	Hourly Rate: 15.50	Available openings: 4
Hours per week: 10-12		
Specific time periods required:		
Work Schedule: 9a-5p Monday through Friday only		
<b><u>Responsibilities/Duties:</u></b>		
<ul style="list-style-type: none"><li>• Retrieve and re-shelve manuscript materials and rare books.</li><li>• Complete low-resolution scanning and photocopy orders requested by researchers.</li><li>• Staffing the reception desk, greeting and orienting visitors to Rose Library on offerings and space use policies.</li><li>• Answering the telephone and giving basic information about Rose Library hours, appointments, and collecting areas.</li><li>• Other duties as assigned</li></ul>		
<b><u>Requirements:</u></b>		
<ul style="list-style-type: none"><li>• Ability to perform assigned tasks with accuracy and dependability.</li><li>• Ability to perform repetitive tasks (such as scanning/photocopying) with attention to detail.</li><li>• Able to maintain a regular and consistent schedule; punctual.</li><li>• Ability to accept and follow established procedures and instructions.</li><li>• Ability to adjust to changing assignments on short notice.</li><li>• Excellent communication skills, in writing and in person. Clear, legible handwriting is helpful.</li><li>• Physical stamina and capacity to do work requiring much bending, occasional lifting (30-40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, and related allergens.</li><li>• An interest or background in history, political science, literature or creative writing is helpful, but not required.</li></ul>		
Interviewer Name:	Gabrielle M. Dudley	
Contact Email:	<a href="mailto:gdudley@emory.edu">gdudley@emory.edu</a>	

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Form Submitted by: Gabrielle M. Dudley

Date: 12/5/2024