

# 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](mailto:lib-studentjobs@emory.edu)). Use 'New Student Assistant' in subject line.

<b>Student Job Details</b>		
Team and/or Unit:	Scholarly Communications Office	
Position Title:	Scholarly Communications Office Assistant	
Classification Level: Student Specialist	Hourly Rate: 18.50	Available openings: 1
Hours per week: 10		
Specific time periods required: Spring 2025 with option to extend		
Work Schedule: At employee's discretion during normal business hours (M-F, 8-5pm)		
<b><u>Responsibilities/Duties:</u></b>		
<p>The Scholarly Communications Office seeks a graduate student to assist with the maintenance of the Emory digital repository, OpenEmory, and the Electronic Theses &amp; Dissertations Repository. The student will assist in the creation of new repository records, assessment of journal publisher policies, review of faculty CVs, and the clean-up of existing repository records.</p> <p>The student may be asked to assist with marketing activities, including creating/updating brochures and other promotional materials, event planning, and other clerical projects for the Scholarly Communications Office as needed.</p>		
<b><u>Requirements:</u></b>		
Qualifications (knowledge, skill and/or experience) required:		
<ul style="list-style-type: none"><li>- Required: Basic computer skills, particularly web searching, Word and Excel</li><li>- Interest in publishing and/or copyright</li><li>- Interest in research data archiving and sharing</li><li>- Demonstrated ability to manage multiple work assignments</li><li>- Attention to detail and time management skills</li><li>- Ability to work independently and efficiently</li><li>- Responsible, personable, and dependable</li></ul>		
Interviewer Name:	Kylie Shannon	
Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Kylie Shannon	Date: 1/10/2025	