

# Emory University Libraries

## Request for New Student Assistant



ILL/Reserves Team

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

Student Job Details			
Team and/or Unit:	ILL/Reserves Team		
Position Title:	Reserves Student Assistant		
Classification Level:	Student Assistant	Hourly Rate: \$15.50	Available openings: 1
Hours per week: <b>10-15</b>			
Specific time periods required: <b>Monday through Friday, 9am to 5pm</b>			
Work Schedule: <b>3 hour minimum per shift.</b>			
<p><b><u>Responsibilities/Duties:</u></b></p> <p>This position assists in the delivery of electronic and physical reserve services for the Woodruff Library during regular business hours (Mon-Fri-9am to 5pm) in the ILL &amp; Reserves office. In the absence of staff, the position will also assist faculty with requests/problems/instruction, via email, and by telephone. Basic responsibilities include:</p> <ul style="list-style-type: none"> <li>• processing incoming physical and electronic reserve requests</li> <li>• retrieving library books and or articles needed for course reserves</li> <li>• operating copier, scanner, and/or fax machine</li> <li>• communicating with Course Reserves team about daily status of work</li> <li>• providing customer service at the desk, via email, and by telephone</li> <li>• resolving Course Reserves related customer service problems at Library Service Desk</li> </ul>			
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• experience with scanning hardware and software</li> <li>• demonstrated ability to manage multiple work assignments</li> <li>• attention to detail and time management skills</li> <li>• ability to follow verbal and written instructions</li> <li>• ability to work independently and efficiently</li> <li>• ability to communicate and work effectively with all library users and staff</li> <li>• responsible, personable, and dependable</li> </ul> <p>Reserves Student Assistant will be asked to participate in as-needed projects throughout the semester, in both Reserves and ILL departments. Customer service oriented, multimedia &amp; computer skills set a plus.</p>			
Interviewer's Name:	Jessica Perlove		
Contact Email:	404-727-2230 jperlov@emory.edu		
Form Submitted by: Jessica Perlove		Date:	

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law.

Request for Student Assistant 2025