

Emory University Libraries

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Stuart A. Rose Manuscript, Archives, and Rare Book Library (Level 10 of Woodruff Library on EU Main Campus)	
Position Title:	Office Assistant	
Classification Level: 6-Graduate Student Only	Hourly Rate: \$14.25	Available openings: 4-5
Hours per week: 2-20 hours		
Specific time periods required, if any:		
Work Schedule: <i>Student must be able to work some combination of our hours of operation Mon-Fri 9am-5pm.</i>		
Responsibilities/Duties: Under the supervision of the Operations Manager and other Rose Library staff, the Rose Library Office Asst will welcome and direct visitors to various locations on the floor; register new researchers and orient new patrons to the Reading Room, assist with tours to the library space; act as the primary point person for deliveries and mail sorting; show incoming patrons to registration kiosks; answer and direct incoming calls; assist the reference librarian with attending reference desk and pulling archival materials; monitor public spaces; perform light housekeeping duties; various office tasks including filing, scanning, data entry, and perform other duties as assigned. May be offered special events work on nights and weekends for additional hours.		
Requirements: <i>Graduate student, preferably in the fields of literature, writing, history, English, social sciences or other related fields.</i> Strong office and customer service experience required. Must possess the ability to work well in a collaborative environment with diverse audiences. Must be willing to be friendly and greet visitors. Must be able to lift and carry up to 30 pounds, assist with setup/take-down of tables, chairs, and other miscellaneous event staging. Must be able to sit for prolonged periods of time. Must be a fluent speaker of English. Familiarity of Microsoft Office suite, including Excel. Strong computer skills. Must be able to work well independently while exercising sound judgement and not afraid to take initiative to ask for work to do when slow. Above average communication skills.		
Interviewer Name:	Karen Chason	
Contact Number and/or Email:	lib-studentjobs@emory.edu	
Form Submitted by: Karen Chason		
Date: July 2021		