# Emory University Libraries

## Request for New Student Assistant

### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Preservation Office/Conservation Unit</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Conservation Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>3</td>
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<tr>
<td>Hours per week:</td>
<td>10</td>
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Specific time periods required:

**Work Schedule:** Monday-Friday 10:00AM-4:30PM

### Responsibilities/Duties:

The Conservation Student Assistant will learn and carry out repair and conservation treatments on book and paper materials held by all of the Emory Libraries. Treatments include paper mending, replacing spines and endpapers, constructing new cases, and various other types of routine repair. He/she may also make custom fit protective enclosures for rare and special collections materials and participate in recovery of wet or damaged materials in the event of a disaster. No experience required.

### Requirements:

High level of manual dexterity required, as well as good hand/eye coordination. Techniques require using small hand tools and some large equipment. Attention to detail and the ability to work independently are crucial.

Interviewer Name: Kirsten Wehner

Contact Number and/or Email: lib-studentjobs@emory.edu

Form Submitted by: Kirsten Wehner  Date: 8/13/21