# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Goizueta Business Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>8.50</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8-10</td>
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**Specific time periods required:** Hours to be worked will be between 10AM and 6PM - no evenings and only occasional weekends

**Work Schedule:** 3-4 days during M-F

## Responsibilities/Duties:

This position supports the general operations of the Goizueta Business Library, as well as the Document Delivery, Library Course Reserves, and Business Kindle services provided to faculty and students of the Goizueta Business School.

This position will:

- Process materials for Library Course Reserves;
- Access online databases to retrieve articles, retrieve books, and place InterLibrary Loans on behalf of the business school faculty;
- Maintain business reference and career collections;
- Maintain Business Kindles;
- Maintain public space and new business and career book displays; and
- Make deliveries to the business school.

Student Assistants are also assigned projects as needed.

## Requirements:

Position is open to undergraduate students only. Position's anticipated start date: Spring 2020.

Must be detail-oriented, follow procedures, and be conscientious about quality work performance — a self-starter, able to perform tasks with minimal supervision

There will be a high learning curve in learning the Course Reserves procedures - must have an interest in learning processes and the focus to act responsibly in maintaining specific tasks.

Preference is given to students continuing through Summer to Fall/Spring semesters (year-round availability).

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**Interviewer Name:** Jacqui Brown

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

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**Form Submitted by:** Jacqui Brown  
**Date:** 1/22/2020