# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Rose Library, Collection Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Graduate Processing Assistant for the Geoffrey Holder and Carmen de Lavallade papers</td>
</tr>
<tr>
<td>Classification Level</td>
<td>6</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>14.25</td>
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<tr>
<td>Available openings</td>
<td>2</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10-12</td>
</tr>
<tr>
<td>Specific time periods required:</td>
<td></td>
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<tr>
<td>Work Schedule</td>
<td>Between the hours of 9:00 AM and 5:00 PM, Monday-Friday</td>
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## Responsibilities/Duties:

Under the direction of the Project Archivist, this position will work independently or with little supervision to assist in arranging and describing archival materials for the Geoffrey Holder and Carmen de Lavallade papers. After specialized training, the student will be responsible for decision-making in collection analysis, organization of original materials and re-housing collections in archival-quality folders and boxes. The student will use advanced research skills to develop background description on a variety of subjects and topics related to the collection. They will also create descriptive tools, such as finding aids, to provide access to the collection. Work involves frequent exposure to dust, mold, old paper, and related allergens, as well as frequent lifting.

Rose Library will provide physical accommodations, if requested. Work for this position takes place entirely on-campus.

This position begins immediately and continues into the 2020-2021 academic year.

## Requirements:

- Bachelor's degree required.
- Graduate work and research experience in the humanities is required. Experience conducting research using archival materials in African American history, art history, or other humanities discipline is preferred.
- Knowledge of or experience in the performing arts is preferred
- Attention to detail
- Ability to work well independently
- Excellent communication skills, in writing and in person. Clear, legible handwriting is essential.
- Working knowledge of Microsoft Word / Excel and basic computer navigation skills.
- Work involves frequent exposure to dust, mold, old paper, and related allergens.
- Fluency in English

## Interviewer Name:

Anicka Austin

## Contact Number and/or Email:

LITS-studentjobs@emory.edu

## Form Submitted by:

Anicka Austin

## Date:

10 September 2020