

# Emory University Libraries

Request for New Student Assistant



| <b>Student Job Details</b>   |                                  |                         |
|--|----------------------------------|-------------------------|
| Team and/or Unit:  | <b>ILL/Reserves Team</b>         |                         |
| Position Title:  | Reserves Student Assistant       |                         |
| Classification Level: <b>SA3</b>   | Hourly Rate: 9.25                | Available openings: 1-2 |
| Hours per week: <b>10-15</b>   |                                  |                         |
| <b>Specific time periods required, if any:</b> Monday through Friday, 9am to 5pm   |                                  |                         |
| <b>Work Schedule:</b> 3-hour minimum per shift.  |                                  |                         |
| <b>Responsibilities/Duties:</b><br>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 Music & Media Library. In the absence of staff, the position will also assist faculty with requests/problems/instruction at the Music & Media Circulation Desk, via email, and by telephone. Basic responsibilities include: <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 Circulation Desk</li></ul> |                                  |                         |
| <b>Requirements:</b> <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>The 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 Name:  | <b>Jessica Perlove</b>           |                         |
| Contact Number and/or Email:   | <b>lib-studentjobs@emory.edu</b> |                         |
| Form Submitted by: Jessica Perlove   |                                  |                         |
| Date: 7/21/21  |                                  |                         |