# Emory University Libraries

## Request for New Student Assistant

### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Music &amp; Media Service Desk</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>MUSME Stacks Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>SA3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.25</td>
</tr>
<tr>
<td>Available openings:</td>
<td>2</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>8+</td>
</tr>
<tr>
<td>Specific time periods required:</td>
<td>Spring semester with potential to continue into next academic period</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>TBD, Between the hours of 9am and 4pm Mon through Fri</td>
</tr>
</tbody>
</table>

### Responsibilities/Duties:

- Open stacks maintenance (re-shelving, straightening, shelf reading, shifting)
- Process incoming acquisitions (Music scores, DVD’s, books & journals)
- Equipment maintenance / Inventory
- Keeping Music & Media Library organized, orderly, and tidy. Includes:
  - Cleaning workstations
  - Straightening tables, chairs, equipment
  - Library workstation equipment monitoring and maintenance

### Requirements:

- Ability to read Western classical music (music major preferred)
- Basic knowledge of German, Italian, or French (preferred, not mandatory)
- Basic understanding of the library catalog and various departments
- Demonstrated ability to manage work assignments
- Attention to detail and time management skills
- Responsible, personable, and dependable
- Problem solving skills
- Verbal and written communication skills

### Interviewer Name:

Kevin Miller

### Contact Email:

LIB-studentjobs@emory.edu

### Form Submitted by:

Kevin Miller

### Date:

12/13/2021