# 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>
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<tr>
<td>Classification Level:</td>
<td>SA3</td>
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<tr>
<td>Hourly Rate:</td>
<td>$9.25</td>
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<tr>
<td>Available openings:</td>
<td>2</td>
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<tr>
<td>Hours per week:</td>
<td>8+</td>
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**Specific time periods required:** Summer semester with potential to continue into next academic period

**Work Schedule:** TBD, Between the hours of 9am and 4pm, Mon through Fri

## 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
- Ability to write legibly

**Interviewer Name:** Kevin Miller

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

**Form Submitted by:** Kevin Miller  
**Date:** 05/17/2021