# Emory University Libraries
## Request for New Student Assistant

### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research, Engagement, and Scholarly Communications</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>RESC Student Assistant — Music and Media</td>
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<tr>
<td>Classification Level:</td>
<td>SA3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.25</td>
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<tr>
<td>Available openings:</td>
<td>1-2</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>8-12</td>
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<td>Specific time periods required:</td>
<td>Spring semester 2022 and continue during Summer 2022 preferred</td>
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<tr>
<td>Work Schedule:</td>
<td>Flexible. 9am–5pm preferred</td>
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### Responsibilities/Duties:

The holder of this position is mainly responsible for duties carried out in support of special projects currently underway in the Music and Media Library, working under the Music and Dance Librarian. Duties involve:

- Basic spreadsheet management
- Care, cleaning, and management of vinyl LPs
- Display creation
- Stacks management
- Other duties as assigned; appropriate training will be provided

### Requirements:

- Ability to pay sustained attention to detail
- Ability to maintain productivity without close supervision
- Dependability in adhering to assigned schedule
- Fluency in computerized office tasks, including experience with spreadsheets
- Skill in written and verbal communication
- Skill in problem solving
- Experience with a library catalog and library organization
- Some lifting required (not more than 20 pounds)
- Knowledge of classical music (undergraduate coursework in music preferred)
- Enthusiasm for old audio recordings helpful, but not required

### Interviewer Name: Peter Shirts, Music and Dance Librarian

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

### Form Submitted by: Peter Shirts  Date: 12/6/2021