**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Rose Library—Research Services</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Research Services Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>SA-2</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$9.00</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8-10</td>
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**Specific time periods required:** Monday through Friday between the hours of 9-4.

**Work Schedule:** Prefer student to work in 2 hour blocks.

**Responsibilities/Duties:**
Retrieve and re-shelve manuscript materials and rare books.
Complete low-resolution scanning and photocopy orders requested by researchers.
Perform related duties as required.

**Requirements:**
Familiarity with bizhubs, scanning equipment, and computers is helpful.
Ability to perform assigned tasks with accuracy and dependability.
Ability to perform repetitive tasks (such as scanning/photocopying) with attention to detail.
Able to maintain a regular and consistent schedule; punctual.
Ability to accept and follow established procedures and instructions.
Ability to adjust to changing assignments on short notice.
Fluency in the English language.
Physical stamina and capacity to do work requiring much bending, occasional lifting (35-40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, and related allergens.
An interest or background in history, political science, literature or creative writing is helpful, but not required.

**Interviewer Name:** Kathy Shoemaker

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

**Form Submitted by:** Kathy Shoemaker **Date:** 4/26/2021