## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research Services, Rose Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Graduate Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>6</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>14.25</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8</td>
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</tbody>
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### Specific time periods required:

#### Work Schedule:
Negotiable. Preferred Mondays, Tuesdays and Thursdays, between 9-5

### Responsibilities/ Duties:

Reporting to the Head of Research Services, this position will work independently on a variety of tasks, but primarily to coordinate patron requests for high resolution digitization. This position will communicate with donors, find appropriate materials in the Rose Library collections, and coordinate scanning with the Emory Libraries digitization team. Working with the Head of Research Services, the position will also coordinate internal scanning requests for exhibitions and loans.

As a secondary assignment, the position will collaborate with the Head of Research Services on researching copyright information and creating/editing information on copyright policy for a general audience.

Other duties may include paging of materials from the Rose Library collections and assisting in low resolution scanning orders as needed.

### Requirements:

- Bachelor's degree required.
- Graduate level research experience is required. Experience conducting research using archival materials preferred. Familiarity with basic U.S. copyright laws preferred.
- Attention to detail.
- Ability to work well independently.
- Excellent customer service ethic.
- Excellent communication skills, in writing and in person.
- Fluency in English.
- Basic computer skills (Microsoft Office suite required; database experience preferred).
- This is an on-site position and applicants must be cleared to return to campus under the Emory Forward guidelines.

### Interviewer Name:

**Courtney Chartier**

### Contact Number and/or Email:

**LITS-studentjobs@emory.edu**

### Form Submitted by:

**Courtney Chartier**

Date: 10/6/2020