# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Rose Manuscript, Archives, and Rare Book Library (Level 10 of Woodruff Library)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Office Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>6-Graduate Student Only</td>
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<tr>
<td>Available openings:</td>
<td>1-2</td>
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<tr>
<td>Hours per week:</td>
<td>2-12 hours</td>
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### Specific time periods required:

**Work Schedule:** *Student must be able to work some combination of our hours of operation Tue, Wed, and Thu from 10am-Noon and 1-3pm.* Library hours of operation will be expanded after Aug 1, 2021.

## Responsibilities/Duties:

Under the supervision of the Operations Manager and other Rose Library staff, the Rose Library Office Asst will welcome and direct visitors to various locations on the floor; register new researchers and orient new patrons to the Reading Room, assist with tours to the library space; act as the primary point person for deliveries and mail sorting; show incoming patrons to registration kiosks; answer and direct incoming calls; assist the reference librarian with attending reference desk and pulling archival materials; monitor public spaces; perform light housekeeping duties; various office tasks including filing, scanning, data entry, and perform other duties as assigned. May be offered special events work on nights and weekends for additional hours.

## Requirements:

*Graduate student, preferably in the fields of literature, writing, history, English, or other related fields.*

- Strong office and customer service experience required. Must possess the ability to work well in a collaborative environment with diverse audiences.
- Must be willing to be friendly and greet visitors.
- Must be able to lift and carry up to 30 pounds, assist with setup/takedown of tables, chairs, and other miscellaneous event staging.
- Must be able to sit for prolonged periods of time.
- Must be a fluent speaker of English.
- Familiarity of Microsoft Office suite, including Excel. Strong computer skills.
- Must be able to work well independently while exercising sound judgement and not afraid to take initiative to ask for work to do when slow. Above average communication skills.

## Interviewer Name:

Karen Chason

## Contact Number and/or Email:

LIB-studentjobs@emory.edu

## Form Submitted by:

Karen Chason

## Date:

May 2021