# Request for New Student Assistant

**Team and/or Unit:** Access Services  
**Position Title:** Science Commons Service Desk Assistant  
**Classification Level:** SA3  
**Hourly Rate:** $9.25  
**Available openings:** 1  
**Hours per week:** 12-20  
**Specific time periods required:** Fall 2021 Semester and most likely Spring 2022  
**Work Schedule:** Tuesday 10:00am-2:00pm, Thursday 10:00am-2:00pm, Friday 12:00pm-4:00pm

## Responsibilities/Duties:
- Staff Science Commons Service Desk.  
- Check out, check in, and renew library materials.  
- Answer inquiries about library services in person and via telephone.  
- Shelve books and periodicals. Maintain collection by shelf reading, shifting, and general upkeep.  
- Monitor and troubleshoot printer, self-check, and other equipment.  
- Record interactions in DeskTracker.  
- Develop thorough understanding of library policies, procedures, and general information.  
- Perform other duties as Science Commons needs evolve.

## Requirements:
- Must arrive on time and ready to work the entire shift.  
- Good communication skills.  
- Strong customer service skills.  
- Physically able to lift, reach, push, and squat.  
- Must be responsible, personable, and dependable.  
- Possess attention to detail.

**Interviewer Name:** Chris Jacobs  
**Contact Number and/or Email:** LIB-studentjobs@emory.edu  
**Date:** 11/15/2021