# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Stacks</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Stacks-worker - Shelver</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$8.25</td>
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<tr>
<td>Available openings:</td>
<td>20</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10+</td>
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</tbody>
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### Specific time periods required, if any:

**Work Schedule:** Flexible hours between 8am and 6pm Monday through Friday

### Responsibilities/Duties:

The Stacks Team is responsible maintaining and providing access to the materials in the print collection. This includes making sure materials are in sequence, returned items are checked in and items are delivered and shelved. We collect data on our work and are committed to improvement.

### Requirements:

- Attention to detail and good analytical skills
- Adhering to a set work schedule
- Ability to work independently and in a group
- Excellent communication skills (in writing and in person)
- Working knowledge of Excel
- Attention to detail and good analytical skills

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**Interviewer Name:** Patrick Buckley

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

**Form Submitted by:** Patrick Buckley  
**Date:** 5/16/2015