LIBRARY & IT
Request for New Student Assistant

Student Job Details

Team and/or Unit: Resource Description Department
Position Title: Resource Description Department Graduate Assistant for Spanish Materials
Classification Level: 5
Hourly Rate: $11.50
Available openings: 1
Hours per week: 10-20

Specific time periods required: Monday-Friday (Flexible)

Work Schedule: Flexible (primarily between 7:00 am & 6:00 pm). No weekend work.

Responsibilities/Duties:
The Graduate Student Assistant for Spanish Materials will assist with cataloging backlog and incoming acquisitions for Spanish language materials. This position will begin March 1 and continue until August through the 2019-2020 Academic Year and may be extended beyond Summer 2020. Duties include, but are not limited to:
1. Cataloging new acquisitions in both English and foreign languages in Alma (ILS) while adhering to standard cataloging rules and protocols.
2. Searching Connexion, the national database for appropriate bibliographic records.
3. Preparing acquisitions to be sent for marking and/or repair.
4. Assisting with special projects as assigned.
5. The Graduate Student Assistant also participates in other activities supporting the work of Tech Services, as assigned.

Requirements:
1. Bachelor’s degree
2. Reading knowledge of Spanish. Knowledge of other Romance languages such as Portuguese, French, Italian is preferred.
3. Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions.
4. Computer skills, ability to type accurately and to use and learn a variety of Library (e.g. Alma) software.
5. Ability to lift moderately heavy objects and move heavily loaded book trucks.
6. Ability to work well independently.

Interviewer Name: Sofia Slutskaya
Contact Number and/or Email: LITS-studentjobs@emory.edu

Form Submitted by: Sofia Slutskaya
Date: 2/10/20