

# Emory University Libraries

## Request for New Student Assistant



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Complete this form, save and send as an attachment to EUL HR via email ([lib-studentjobs@emory.edu](mailto:lib-studentjobs@emory.edu)) use 'New Student Assistant' in subject line.

<b>Student Job Details</b>		
Team and/or Unit:	Digitization – Audiovisual Unit	
Position Title:	Audiovisual Conservation Graduate Assistant (Video)	
Classification Level: 5	Hourly Rate: <b>\$11.50</b>	Available openings: 1
Hours per week: 10-20		
Specific time periods required: Monday – Friday 9:00am – 5:00pm		
Work Schedule: Prefer student to work shifts of at least 2-4 hours at a time. Additional hours may be available during Winter intersession and Summer.		
<b><u>Responsibilities/Duties:</u></b>		
<p>Graduate Assistant will be learning and carrying out conservation treatments on video recordings of various ages and formats. Student will transfer analog formats to digital, evaluate condition of analog formats, and make repairs if necessary. Student will record and enter metadata in an online database and digital repository. Previous experience with audiovisual materials is preferred.</p>		
<b><u>Requirements:</u></b>		
<p>Attention to detail and ability to work independently.</p> <p>Must be able to visually and aurally evaluate quality of analog and digital recordings.</p> <p>Repair work requires manual dexterity and use of small tools.</p> <p>Writing and data entry skills.</p>		
Interviewer Name:	Nina Rao	
Contact Number and/or Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Nina Rao	Date: 8/10/2022	