

Emory University Libraries

Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email to lib-studentjobs@emory.edu. Use 'New Student Assistant' in the subject line.

Student Job Details		
Team and/or Unit:	Rose Library, Research Services	
Position Title:	Public Services Graduate Assistant – Emory History Project	
Classification Level: Student Specialist	Hourly Rate: 18.50	Available openings: 1
Hours per week: 20		
Specific time periods required: Monday – Friday 9a -5p		
Work Schedule: flexible		
Responsibilities/Duties: • Translate complex historical materials into accessible, engaging digital content that supports undergraduate learning and exploration of Emory's institutional history. • Design and develop website content, including thematic pathways, annotated primary sources, and contextual essays that guide students through key historical topics. • Incorporate pedagogical strategies into the site's structure and content, drawing on teaching experience to enhance usability and student comprehension. • Review and confirm citation information for Emory's special collections and historical sources at external repositories as needed.		
Requirements: • Demonstrated experience conducting archival and primary source research, particularly with 19th-century materials. • Understanding of historical research methods, including source analysis. • Familiarity with Emory University's archives, special collections, and related digital archives (preferred). • Experience teaching, tutoring, or leading instructional sessions, with the ability to translate complex material for student audiences. • Excellent written communication skills, especially in producing clear, engaging, and accessible historical content. • Experience with or willingness to learn digital tools for website development and content management (ie. WordPress)		
Interviewer's Name:	Gabrielle M. Dudley	
Contact Email:	lib-studentjobs@emory.edu	
Form Submitted by: Gabrielle M. Dudley Date: 6/1/2026		

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