

Emory University Libraries

Request for New Student Assistant



Student Job Details			
Team and/or Unit:	Preservation Office/Conservation Unit		
Position Title:	Conservation Student Assistant		
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 2	
Hours per week: 10+			
Specific time periods required:			
Work Schedule: Monday – Thursday; 10:00am – 4:30pm			
<u>Responsibilities/Duties:</u>			
The Conservation Student Assistant will learn and carry out repair and conservation treatments on book and paper materials held by all of Emory Libraries. Treatments include paper mending, replacing spines and endpapers, constructing new cases, and various other types of routine repair. Student Assistant may also make custom fit protective enclosures for rare and special collections materials and participate in recovery of wet or damaged materials in the event of a disaster. No prior experience required.			
<u>Requirements:</u>			
High level of manual dexterity required; as well as good hand/eye coordination. Techniques require using small hand tools and some large equipment. Attention to detail and the ability to work independently are crucial.			
Interviewer Name:	Ephranette Brown		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Ephranette Brown			
Date: 8/27/2026			

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law.