

Emory University Libraries

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Research, Engagement, and Scholarly Communications	
Position Title:	Humanities Team Student Assistant: Music and Media	
Classification Level: Student Assistant	Hourly Rate: 15.50	Available openings: 1
Hours per week: 8–10		
Specific time periods required: Fall and potentially Spring 2026		
Work Schedule: Flexible; 9am-5pm Monday–Friday preferred		
<u>Responsibilities/Duties:</u> The holder of this position is mainly responsible for duties carried out in support of projects in the Music and Media Library, working under the Music and Dance Librarian and Film Studies Librarian. Duties involve: • New item and gifts processing • Collection inventory • Display creation • Maintenance and care of media collection, including vinyl LP, CD, audiocassette, and VHS • Identifying and processing materials for off-site storage • Stacks management • Assisting with maintenance of research guides in humanities subjects • Other duties possible in consultation with supervisor; appropriate training will be provided		
<u>Requirements:</u> • Ability to pay sustained attention to detail • Ability to maintain productivity without close supervision • Dependability in adhering to assigned schedule • Skill in written and verbal communication • Skill in problem solving • Some lifting required (not more than 30 pounds) • Preferred: experience with a library catalog and library organization • Preferred: knowledge of Western classical music		
Interviewer's Name:	Peter Shirts, Music and Dance Librarian	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by:		
		Date: September 2026

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