

Emory University Libraries

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Rose Library Processing Department	
Position Title:	Graduate Processing Student Assistant	
Classification Level: 6	Hourly Rate: \$14.25	Available openings: 2
Hours per week: 10		
Specific time periods required: Tuesday, 9-3; Thursday, 9-3; and Friday 9-3		
Work Schedule:		
Responsibilities/Duties: Under the supervision of the processing archivist, this position will work independently or with little supervision to assist in arranging and describing archival materials. Based on specialized training, the student will organize original materials, re-house collections in archival-quality folders and boxes, and use their advanced research skills to develop background description on a variety of subjects and topics related to the collection. The student will also create descriptive tools, such as finding aids and catalog records to provide access to the collection. Work involves frequent exposure to dust, mold, old paper, and related allergens.		
Requirements: <ul style="list-style-type: none">• Bachelor's degree required. Graduate work in history, political science, or other humanities discipline is preferred.• Attention to detail• Ability to work well independently• Excellent communication skills, in writing and in person.• Clear, legible handwriting is essential.• Working knowledge of Microsoft Word / Excel and basic computer navigation skills.• May be asked to lift up to 30 lbs.• Fluency in English• Confidence to ask questions and offer suggestions• Developed research skills, especially as they apply to history, humanities, and political science. A background in these fields is preferred.		
Interviewer Name:	Laura Starratt	
Contact Number and/or Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Laura Starratt	Date: February 9, 2022	