

# Emory University Libraries

Request for New Student Assistant



EMORY  
LIBRARIES

Student Job Details		
Team and/or Unit:	Music & Media Service Desk	
Position Title:	MUSME Stacks Student Assistant	
Classification Level: SA3	Hourly Rate: 9.25	Available openings: 2
Hours per week: 8+		
Specific time periods required: Spring/Summer with potential to continue into next academic period		
Work Schedule: TBD, Between the hours of 9am and 4pm, Mon through Fri		
<b><u>Responsibilities/Duties:</u></b>		
<ul style="list-style-type: none"><li>- Open stacks maintenance (re-shelving, straightening, shelf reading, shifting)</li><li>- Process incoming acquisitions (Music scores, DVD's, books &amp; journals)</li><li>- Equipment maintenance / Inventory</li><li>- Keeping Music &amp; Media Library organized, orderly, and tidy. Includes:<ul style="list-style-type: none"><li>o Cleaning workstations</li><li>o Straightening tables, chairs, equipment</li><li>o Library workstation equipment monitoring and maintenance</li></ul></li></ul>		
<b><u>Requirements:</u></b>		
<ul style="list-style-type: none"><li>- Ability to read Western classical music (music major preferred)</li><li>- Basic knowledge of German, Italian, or French (preferred, not mandatory)</li><li>- Basic understanding of the library catalog and various departments</li><li>- Demonstrated ability to manage work assignments</li><li>- Attention to detail and time management skills</li><li>- Responsible, personable, and dependable</li><li>- Problem solving skills</li><li>- Verbal and written communication skills</li></ul>		
Interviewer Name:	Kevin Miller	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kevin Miller		
Date: 4/19/2022		