

Student Job Details			
Team and/or Unit:	ILL/Reserves Team		
Position Title:	Reserves Student Assistant		
Classification Level: SA3	Hourly Rate: 9.25	Available openings: 1	
Hours per week: 10-15			
Specific time periods required: Monday-Friday, 9am to 5pm			
Work Schedule: 3 hours minimum per shift.			
Responsibilities/Duties:			
<p>This position assists in the delivery of electronic and physical reserve services for the Woodruff Library during regular business hours (Mon-Fri 9am to 5pm). In the absence of staff, the position will also assist faculty with requests/problems/instruction via email, telephone, and in person.</p> <p><u>Basic responsibilities include:</u></p> <ul style="list-style-type: none"> • Processing incoming physical and electronic reserve requests • Retrieving library books and or articles needed for Course Reserves • Operating copier, scanner, and/or fax machine • Communicating with Course Reserves team about daily status of work • Providing customer service at the desk, via email, and by telephone • Resolving Course Reserves related customer service problems at Circulation Desk 			
Requirements:			
<ul style="list-style-type: none"> • Experience with scanning hardware and software • Demonstrated ability to manage multiple work assignments • Attention to detail and time management skills • Ability to follow verbal and written instructions • Ability to work independently and efficiently • Ability to communicate and work effectively with all library users and staff • Responsible, personable, and dependable <p>The Reserves Student Assistant will be asked to participate in as-needed projects throughout the semester, in both Reserves and ILL departments. Customer service oriented, multimedia & computer skills set a plus.</p>			
Interviewer Name:	Jessica Perlove		
Contact Number and/or Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Jessica Perlove			Date: 5/11/2022