

# Emory University Libraries

Request for New Student Assistant



<b>Student Job Details</b>		
Team and/or Unit:	ECR	
Position Title:	Serials/Bindery Assistant	
Classification Level: <b>4</b>	Hourly Rate: <b>9.50</b>	Available openings: <b>1</b>
Hours per week: <b>8-12</b>		
Specific time periods required:		
<b>Work Schedule:</b> Daytime Mon. – Fri. between 8:00 AM -5:00 PM		
<b><u>Responsibilities/Duties:</u></b>		
<ul style="list-style-type: none"><li>• Gathering current periodical issues from the Matheson reading room and other General Libraries locations</li><li>• Processing material to and from the bindery using the on-line Advanced Binding Library Exchange (ABLE) database system.</li><li>• Using the on-line catalog system, Alma, to create new serial item records.</li><li>• Open mail and check in serial issues in Alma system</li><li>• Interpret data from Alma bib records, item records, holdings statements, and other sources for various ECR projects</li></ul>		
<b><u>Requirements:</u></b>		
<ul style="list-style-type: none"><li>• Self-motivation.</li><li>• Dependability.</li><li>• Ability to work with a high level of independence following training.</li><li>• Ability to perform assigned tasks with accuracy, attention to detail, and good judgment.</li><li>• Flexibility, ability to adjust to changing assignments on short notice.</li><li>• Physically capable of pulling, transporting (with book trucks) bound volumes.</li><li>• Ability to learn new multi-step tasks promptly and accurately</li></ul>		
Interviewer Name:	<b>Tracy Preyer</b>	
Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Tracy Preyer		
Date: 4/28/2022		