

| Student Job Details | | |
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| Team and/or Unit: | Resource Description Department | |
| Position Title: | Resource Description and Processing Assistant | |
| Classification Level: 4 | Hourly Rate: \$9.50 | Available openings: 1 |
| Hours per week: 10-20 | | |
| Specific time periods required: Monday-Friday (Flexible) | | |
| Work Schedule: Flexible (primarily between 7:00 am & 6:00 pm). No evening or weekend work. | | |
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| <p>This position supports the general operations of the Resource Description Department.</p> <p>Responsibilities/Duties include, but are not limited to</p> <ul style="list-style-type: none"> - Adding security features and property marking library materials for shelving; and - Sorting library materials for routing to various destinations - Preparing and applying call number labels for monographs, serials, microfilms, and music/media items using the Alma Library System and the call number label computer program. - Verifying the accuracy of the call number labels - Packing library materials to be shipped for cataloging, unpacking library materials received from cataloging vendors and checking accuracy of shipments - Searching Connexion for appropriate bibliographic records for newly acquired library materials. - Participating in other activities supporting the work of the Resource Description Department as assigned. | | |
| <p>Requirements:</p> <ol style="list-style-type: none"> 1. Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions. 2. Computer skills, ability to type accurately and to use and learn a variety of Library (e.g. Alma) software. 3. Flexibility, ability to adjust to changing assignments on short notice. 4. Ability to lift moderately heavy objects and move heavily loaded book trucks. 5. Ability to work well independently | | |
| Interviewer Name: | Pamela Matthews | |
| Contact Email: | LIB-studentjobs@emory.edu | |
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| Form Submitted by: Pamela Matthews | | Date: 09/12/2022 |