### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>International Area Studies</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Copy Cataloguing Graduate Asst. for South Asian Language Materials</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>6</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>14.25</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>10</td>
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Specific time periods required:

**Work Schedule:** Monday-Friday (Flexible) (primarily between 8:30 am & 4:30 pm). No weekend work.

### Responsibilities/Duties:

The Graduate Student Assistant for South Asian Materials will assist with backlog and incoming acquisitions from the Library of Congress and other vendors for the study of South Asia. This position will begin Mid-October and continue through the 2022-2023 Academic Year. There is a possibility to renew the position for the following year or the summer session.

**Duties include**, but are not limited to:

1. Cataloging new acquisitions in both English and foreign languages while adhering to standard cataloging rules and protocols.
2. Searching Connexion, the national database for appropriate bibliographic records.
3. Preparing acquisitions to be sent for marking and/or repair.
4. Assisting with special projects as assigned.
5. The Graduate Student Assistant also participates in other activities supporting the work of the subject librarian and/or Tech Services, as assigned.

### Requirements:

1. Bachelor’s degree.
2. Reading knowledge of a South Asian language and flexibility to learn new scripts.
3. Dependability, attention to detail, communication skills, critical thinking, the ability to learn new skills and to follow instructions.
4. Computer skills, ability to type accurately and to learn and use a variety of library software.
5. Ability to lift moderately heavy objects and move heavily loaded book carts.
6. Ability to work well independently.

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**Interviewer Name:**

**Contact Number and/or Email:** [LIB-studentjobs@emory.edu](mailto:LIB-studentjobs@emory.edu)

**Form Submitted by:** Gautham Reddy  
**Date:** Oct. 2022