### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>International Area Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Student Assistant for Korean Materials</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>4</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.50</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>
</tr>
</tbody>
</table>

**Specific time periods required:**

**Work Schedule:** between 9:30-4:00 Tuesday and Thursday, at student’s discretion

### Responsibilities/Duties:

- Selecting monographic works in Korean in cooperation with the Japanese Studies Librarian
- Placing orders for Korean language titles
- Receiving incoming shipments of Korean materials
- Copy and some original cataloging of Korean materials

### Requirements:

- Fluency in Korean language
- Willingness to work with North Korean publications
- Proficiency with Microsoft Windows and web browsers
- Ability to learn to use new software
- Good communication skills; willingness to ask questions
- Ability to adhere to a consistent work schedule

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**Interviewer Name:** Lawrence Hamblin  
**Contact Email:** lib-studentjobs@emory.edu  
**Form Submitted by:** Lawrence Hamblin  
**Date:** November 3, 2022