

Emory University Libraries

Request for New Student Assistant



EMORY
LIBRARIES

Student Job Details		
Team and/or Unit:	Scholarly Communications Office	
Position Title:	Scholarly Communications Office Assistant	
Classification Level: 5	Hourly Rate: 13.50	Available openings: 1
Hours per week: 10		
Specific time periods required: Spring 2023		
Work Schedule: At employee's discretion during normal business hours (M-F, 8-5pm)		
<u>Responsibilities/Duties:</u>		
<p>The Scholarly Communications Office seeks a graduate student to assist with the maintenance of the Emory digital repository, OpenEmory, the Electronic Theses & Dissertations Repository, and the Emory research data repository, Dataverse. The student will assist in the creation of new repository records, assessment of journal publisher policies, review of faculty CVs, and the clean-up of existing repository records.</p> <p>The student may be asked to assist with marketing activities, including creating/updating brochures and other promotional materials, event planning, and other clerical projects for the Scholarly Communications Office as needed.</p>		
<u>Requirements:</u>		
Qualifications (knowledge, skill and/or experience) required:		
<ul style="list-style-type: none">- Required: Basic computer skills, particularly web searching, Word and Excel- Interest in publishing and/or copyright- Interest in research data archiving and sharing- Demonstrated ability to manage multiple work assignments- Attention to detail and time management skills- Ability to work independently and efficiently- Responsible, personable, and dependable		
Interviewer Name:	Kylie Shannon	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kylie Shannon	Date: Jan. 2023	