

Emory University Libraries

Request for New Student Assistant



Student Job Details

Team and/or Unit:	Music & Media Service Desk		
Position Title:	MUSME Stacks Student Assistant		
Classification Level: SA3	Hourly Rate: 12.25	Available openings: 2	
Hours per week: 8+			
Specific time periods required: Summer semester with potential to continue into next academic period			
Work Schedule: TBD, Between the hours of 9am and 4pm, Mon through Fri			

Responsibilities/Duties:

- Open stacks maintenance (re-shelving, straightening, shelf reading, shifting)
- Process incoming acquisitions (Music scores, DVD's, books & journals)
- Equipment maintenance / Inventory
- Keeping Music & Media Library organized, orderly, and tidy. Includes:
 - o Cleaning workstations
 - o Straightening tables, chairs, equipment
 - o Library workstation equipment monitoring and maintenance

Requirements:

- Ability to read Western classical music (music major preferred)
- Basic knowledge of German, Italian, or French (preferred, not mandatory)
- Basic understanding of the library catalog and various departments
- Demonstrated ability to manage work assignments
- Attention to detail and time management skills
- Responsible, personable, and dependable
- Problem solving skills
- Verbal and written communication skills

Interviewer Name:	Kevin Miller
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Form Submitted by: Kevin Miller

Date: 4/19/2022