Complete this form, save and send as an attachment to EUL HR via email ([lib-studentjobs@emory.edu](mailto:lib-studentjobs@emory.edu)). Use ‘New Student Assistant’ in subject line.

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| **Student Job Details** | | | | | | | |
| Team and/or Unit: | | Preservation Office/Conservation Unit | | | | | |
| Position Title: | | Conservation Student Assistant | | | | | |
| Classification Level: Student Assistant | | | | Hourly Rate: $14.00 | | Available openings: 2 | |
| Hours per week: 10+ | | | | |  | | |
| Specific time periods required: | | | | | | | |
| Work Schedule: Monday – Friday; 10:00am – 5:00pm | | | | | | | |
|  | | | | | | | |
| **Responsibilities/Duties**:  The Conservation Student Assistant will learn and carry out repair and conservation treatments on book  and paper materials held by all of Emory Libraries.  Treatments include paper mending, replacing spines  and endpapers, constructing new cases, and various other types of routine repair. He/she may also  make custom fit protective enclosures for rare and special collections materials and participate in recovery of wet or damaged materials in the event of a disaster.  No experience required. | | | | | | | |
| **Requirements**:  High level of manual dexterity required, as well as good hand/eye coordination.  Techniques require  using small hand tools and some large equipment.  Attention to detail and the ability to work  independently are crucial. | | | | | | | |
| Interviewer Name: | Ephranette Brown | | | | | | |
| Contact Email: | | | **LIB-studentjobs@emory.edu** | | | | |
|  | | | | | | | |
| Form Submitted by: Ephranette Brown | | | | | | | Date: 8/21/2023 |