**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Stacks &amp; Science</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Stacks Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>Student Assistant</td>
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<tr>
<td>Hourly Rate:</td>
<td>$14.00</td>
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<td>Available openings:</td>
<td></td>
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<tr>
<td>Hours per week:</td>
<td>10+</td>
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<tr>
<td>Specific time periods required:</td>
<td>9AM-5PM, Monday through Friday</td>
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**Work Schedule:** Flexible hours, with shifts of no less than two hours

**Responsibilities/Duties:**
The Stacks Team provides accessibility and maintenance for the Library’s print collection. This includes:

- Ensuring the books are shelved in proper sequence
- Organizing the general collection and discrete collections
- Processing returned books and clearing loans
- Pulling requested materials in a timely fashion
- Reorganizing the collection to accommodate new books
- Collecting performance data to ensure continual improvement

**Requirements:**

- Must be Detail oriented and possess good analytical skills
- Must be capable of adhering to a set work schedule of at least 10 hours a week
- Must be able to work independently and in a group
- Excellent communication skills (in writing and in person)
- Working knowledge of Excel
- Ability to push and move 30 lbs. with or without reasonable accommodations
- Availability to work over the summer preferred, but not required

**Interviewer Name:** Augustine Hart

**Contact Email:** LIB-studentjobs@emory.edu

**Form Submitted by:** Augustine Hart  
**Date:** 1/25/2024