

# Emory University Libraries

## Request for New Student Assistant



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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.

<b>Student Job Details</b>			
Team and/or Unit:	Public Services, Rose Library		
Position Title:	Public Services Graduate Assistant		
Classification Level: Student Specialist	Hourly Rate: \$18.50	Available openings: 1-2	
Hours per week: 8-20			
Specific time periods required: 1:00 pm – 5:00 pm, Monday - Friday			
Work Schedule: Typically shifts of 3-4 hours, Monday - Friday			
<b><u>Responsibilities/Duties:</u></b>			
<p>Under general supervision, will assist the academic community, visiting scholars, and the general public in the use of manuscripts, rare books, and university archives and performing related public service activities. Activities will include such tasks as maintaining security in the reading room, checking materials in and out to researchers, explaining policies and regulations, providing reference assistance in person, by phone and mail, registering researchers, acquainting researchers with finding aids and catalogs, and keeping accurate research use statistics. Other duties may include processing reproduction requests, preparation of subject and other informational guides, and related duties as required.</p>			
<b><u>Requirements:</u></b>			
<ul style="list-style-type: none"><li>• Strong communications skills and ability to work effectively with all segments of the academic community as well as the general public.</li><li>• Ability to work with appropriate independence following training.</li><li>• Ability to adjust to changing assignments on short notice.</li><li>• Ability to think analytically and to enjoy problem-solving.</li><li>• Ability to perform assigned tasks with accuracy and attention to detail; ability to accept and follow established procedures and instructions.</li><li>• Physical stamina and capacity to do work regularly requiring bending, reaching, pushing book trucks and occasional heavy lifting (boxes weighing ca. 35-40 lbs.) and other strenuous activities. Work may involve exposure to dust, mold, old paper, and related allergens.</li><li>• Ability to use Library Search, Emory Finding Aids, and other research databases.</li><li>• Fluency in the English language required.</li><li>• Graduate student with subject expertise in Art history, History, African American studies, or English language literature preferred; background in primary source research helpful, but not required.</li></ul>			

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Interviewer Name:	Rachel Detzler	
Contact Email:	<a href="mailto:rdetzle@emory.edu">rdetzle@emory.edu</a>	
Form Submitted by:	Rachel Detzler	Date: 8/15/2024