

Emory University Libraries

Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email to lib-studentjobs@emory.edu. Use 'New Student Assistant' in the subject line.

Student Job Details		
Team and/or Unit:	RESC Humanities Team	
Position Title:	Humanities Team Student Assistant	
Classification Level: Student Assistant, Sr.	Hourly Rate: \$17.00	Available openings: 1
Hours per week: 8 to 10		
Specific time periods required: 1 academic year commitment preferred		
Work Schedule: Between the hours and 9AM and 4PM, Monday to Friday		
<u>Responsibilities/Duties:</u>		
<p>The Humanities Team Student Assistant will provide general support for subject librarians in history, music, film, African American Studies, and English. Tasks may include:</p> <ul style="list-style-type: none"> • Assist with the maintenance, revision, and creation of research guides in humanities subjects • Assist with building bibliographies for collections projects • Review and assess catalog records and database entries for accuracy and consistency • Assist with maintenance and care of media collection, including vinyl LP, VHS, and LaserDisc • Assist with the Asian American Periodicals Project, including website maintenance and public outreach • Other duties possible in consultation with supervisor 		
<u>Requirements:</u>		
<ul style="list-style-type: none"> • Familiarity with library resources, especially in the humanities • Attention to detail • Excellent communication skills, in writing and in person • Willingness to learn new skills and processes, as there may be a learning curve for some tasks • Some work may involve exposure to dust, mold, old paper, and related allergens • Advanced undergraduate students or graduate students preferred 		
Interviewer's Name:	Hannah Griggs	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by:	Hannah Griggs	Date: 8/22/2024