

# 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](mailto:lib-studentjobs@emory.edu). Use 'New Student Assistant' in the subject line.

Student Job Details		
Team and/or Unit:	Rose Library, Collection Services	
Position Title:	Rose Library Collection Management Student Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 1
Hours per week: 10-12 hours/week		
Specific time periods required: 1 academic year commitment required		
Work Schedule: Between the hours of 9am-4pm, Monday-Friday		
Responsibilities/Duties:		
<p>Under the direction of the Senior Collections Processing Archivist, this position will work independently or with minimal supervision to:</p> <ul style="list-style-type: none"> <li>• Conduct shelf inventories of collection material</li> <li>• Assist with moving collection material to appropriate locations</li> <li>• Assist with other stacks management projects</li> <li>• Assist with updating container information in ArchivesSpace</li> <li>• Assist with re-housing collections and creating container lists</li> <li>• Assist with processing manuscript and Emory University Archives collections</li> </ul>		
Requirements:		
<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Ability to work well independently</li> <li>• Excellent communication skills, in writing and in person. Clear, legible handwriting is essential.</li> <li>• Working knowledge of Microsoft Word / Excel and basic computer navigation skills.</li> <li>• Work involves frequent exposure to dust, mold, old paper, and related allergens, as well as frequent lifting of up to 30 lbs.</li> <li>• Fluency in English</li> </ul>		
Interviewer's Name:	Rebecca Sherman	
Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Rebecca Sherman		
Form Submitted by: Rebecca Sherman		Date: 8/19/24