

Emory University Libraries

Request for New Student Assistant



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

Student Job Details			
Team and/or Unit:	Goizueta Business Library		
Position Title:	Student Assistant		
Classification Level: 2	Hourly Rate: 14.00	Available openings: 1	
Hours per week: 8			
Specific time periods required, if any: Monday-Friday, 9am-5pm			
Work Schedule: 2-4 days a week, Monday-Friday, 9am-5pm			
<u>Responsibilities/Duties:</u>			
<p>This position supports the general operations of the Goizueta Business Library. Additionally, it assists with specialized library services such as Document Delivery, Library Course Reserves, and Business Kindle services provided to the faculty and students of the Goizueta Business School.</p> <p>This position will:</p> <ul style="list-style-type: none">• Process and verify materials for Library Course Reserves• Access online databases to retrieve articles, books, and place Interlibrary Loans for GBS faculty• Maintain business reference and career book collections• Maintain Business Kindles collection• Maintain physical public space including new business and career book displays• Make deliveries to the GBS <p>Student Assistants also work on additional projects as needed.</p>			
<u>Requirements:</u>			
<p>Position is open to undergraduate students only. Position's anticipated start date: Fall 2024</p> <p>Must be detail oriented, able to follow procedures, and conscientious of quality work performance. Must be a self-starter able to perform tasks with minimal supervision.</p> <p>There will be a high learning curve in learning Course Reserves procedures – must have the focus to act responsibly in maintaining specific tasks and have an interest in learning new processes.</p> <p>Preference is given to students interested in working for the Goizueta Business Library for multiple semesters.</p>			
Interviewer's Name:	Cailyn Hornsby		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: Cailyn Hornsby		Date: 8/1/2024	