

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:	Library Service Desk – Access Services	
Position Title:	Library Entrance Desk Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 3-4
Hours per week: 5-15		
Specific time periods required: Monday-Sunday		
Work Schedule: Availability between 8 am- 6 pm		
Responsibilities/Duties:		
<p>Provide exemplary customer service at the Library Entrance Desk through the following tasks and responsibilities:</p> <ul style="list-style-type: none"> - Checking in/out materials and other basic circulation tasks - Providing information to patrons about library services, technologies, policies, as well as directional assistance and information about the campus - Assisting patrons with basic reference tools and helping them locate desired resources and navigate the library website, - Support all technologies in the Learning Commons - Maintaining a clean and inviting work environment - Setting up technology for users in technology equipped rooms - Assisting users with technology and resolving Tier 1 issues - Monitoring equipment and taking action to address alerts and notify full time staff - Provide referrals for services beyond the Learning Commons - Monitoring and stocking office supplies for patrons and desk staff - Tracking all patron interactions - Other tasks assigned to accomplish the goals of the Library Service Desk Team 		
Requirements:		
<ul style="list-style-type: none"> - Customer service skills - Problem-solving skills - Team player - Strong work ethic - Verbal and written communication skills - Working knowledge of Microsoft Office suite - Desire to learn new technologies and skills - Dependability--MUST adhere to assigned work schedule 		

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Interviewer's Name:	Lyndon Batiste
Contact Email:	LIB-studentjobs@emory.edu
Form Submitted by: Lyndon Batiste	Date: 09/23/24