

# 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:	<b>Order Services</b>	
Position Title:	Order Services Student Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 1
Hours per week: 8-10		
Specific time periods required: Monday-Friday, between 9 a.m. & 6 p.m.		
Work Schedule: Flexible		
<b>Responsibilities/Duties:</b>		
<ul style="list-style-type: none"> <li>-Unpack shipments of new books, music scores, and AV materials</li> <li>-Confirm shipment contents against accompanying invoice</li> <li>-Apply barcode, library property stamp, and security strip to books</li> <li>-Occasional special projects</li> </ul>		
<b>Requirements:</b>		
<ul style="list-style-type: none"> <li>-Reliability</li> <li>-Attention to detail</li> </ul>		
Interviewer's Name:	Kelly Kautt	
Contact Email:	<b>LIB-studentjobs@emory.edu</b>	
Form Submitted by: Kelly Kautt		
		Date: 10/16/24

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