

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:	Scholarly Communications Office	
Position Title:	Scholarly Communications Office Assistant	
Classification Level: Student Specialist	Hourly Rate: \$18.50	Available openings: 1
Hours per week: 10		
Specific time periods required: Spring 2025 with option to extend		
Work Schedule: At employee's discretion during normal business hours (M-F, 8-5pm)		
<u>Responsibilities/Duties:</u>		
<p>The Scholarly Communications Office seeks a graduate student to assist with the maintenance of the Emory digital repository, OpenEmory, and the Electronic Theses & Dissertations Repository. The student will assist in the creation of new repository records, assessment of journal publisher policies, review of faculty CVs, and the clean-up of existing repository records.</p> <p>The student may be asked to assist with marketing activities, including creating/updating brochures and other promotional materials, event planning, and other clerical projects for the Scholarly Communications Office as needed.</p>		
<u>Requirements:</u>		
<p>Qualifications (knowledge, skill and/or experience) required:</p> <ul style="list-style-type: none"> • Required: Basic computer skills, particularly web searching/research, Word, and Excel • Interest in publishing and/or copyright • Interest in research data archiving and sharing • Demonstrated ability to manage multiple work assignments • Attention to detail and time management skills • Ability to work independently and efficiently • Responsible, personable, and dependable 		
Interviewer's Name:	Kylie Shannon	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kylie Shannon	Date: 1/10/2025	

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law.