

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:	Stacks & Science	
Position Title:	Stacks Student Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings:
Hours per week: 10+		
Specific time periods required: 9AM-5PM, Monday through Friday		
Work Schedule: Flexible hours, with shifts of no less than two hours		
<u>Responsibilities/Duties:</u>		
<p>The Stacks Team provides accessibility and maintenance for the Library's print collection. This includes:</p> <ul style="list-style-type: none"> • Ensuring the books are shelved in the proper sequence • Organizing the general collection and discrete collections • Processing returned books and clearing loans • Pulling requested materials in a timely fashion • Reorganizing the collection to accommodate new books • Collecting performance data to ensure continual improvement 		
<u>Requirements:</u>		
<ul style="list-style-type: none"> • Must be detail-oriented and possess good analytical skills • Must be capable of adhering to a set work schedule of at least 10 hours a week • Must be able to work independently and in a group • Excellent communication skills (in writing and in-person) • Working knowledge of Excel • Ability to push and move 30 lbs. with or without reasonable accommodations • Availability to work over the summer is preferred, although not required 		
Interviewer's Name:	Patrick Buckley	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Augustine Hart	Date: 1/25/2024	

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.