

# 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:	Resource Description Department		
Position Title:	Resource Description and Processing Assistant		
Classification Level:	Student Assistant, Sr.	Hourly Rate: \$17.00	Available openings: 2
Hours per week:	20		
Specific time periods required:	Monday-Friday (Flexible)		
Work Schedule:	Flexible (primarily between 7:00 am & 6:00 pm) No evening or weekend work.		
<b><u>Responsibilities/Duties:</u></b>			
<p>This position supports the general operations of the department:</p> <ul style="list-style-type: none"> <li>• Adding security features and property marking library materials for shelving; and</li> <li>• Sorting library materials for routing to various destinations</li> <li>• Preparing and applying call number labels for monographs, serials, microfilms, and music/media items using the Alma Library System and the call number label computer program.</li> <li>• Verifying the accuracy of the call number labels</li> <li>• Packing library materials to be shipped for cataloging, unpacking library materials received from cataloging vendors and checking accuracy of shipments</li> <li>• Searching Connexion for appropriate bibliographic records for newly acquired library materials.</li> <li>• Participating in other activities supporting the work of the Resource Description department as assigned.</li> </ul>			
<b><u>Requirements:</u></b>			
<ol style="list-style-type: none"> <li>1. Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions.</li> <li>2. Computer skills, ability to type accurately and to use and learn a variety of Library (e.g. Alma) software.</li> <li>3. Flexibility, ability to adjust to changing assignments on short notice.</li> <li>4. Ability to lift moderately heavy objects and move heavily loaded book trucks.</li> <li>5. Ability to work well independently</li> </ol>			
Interviewer's Name:	Pamela Matthews, Laura Trittin		
Contact Email:	libpdm@emory.edu		
Form Submitted by: Pamela Matthews		Date: April 18, 2025	