

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:	Interlibrary Loan	
Position Title:	ILL Lending Student Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 1
Hours per week: 10-20		
Specific time periods required:		
Work Schedule: Monday-Friday only, between the hours of 9am-6pm (no weekends or late shifts)		
<p><u>Responsibilities/Duties:</u></p> <p>ILL Lending student assistants are responsible for pulling books & journals from the library stacks; checking out books in ALMA (the library's catalog); updating loan and article requests in ILLiad (the library's ILL management program); scanning articles to deliver to other libraries; preparing loaned books to be shipped to other libraries; processing returned loans; assisting with special projects; and any other tasks as assigned.</p> <p>For the summer, this position may also be asked to do these same tasks across campus at the Health Sciences Center may also be asked to assist with Course Reserves processing.</p>		
<p><u>Requirements:</u></p> <p>Must be able to maintain a consistent schedule, be responsible for communicating scheduling needs and changes, and maintain confidentiality of patron records.</p> <p>Physical Requirements: the ability to push a full book cart all over the library, the ability to sit and operate a book scanner for 1-2 hours at a time, and the ability to stand in one place to box up and open boxes of books for 1-2 hours at a time.</p>		
Interviewer's Name:	Kathy Britt-Rogers	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kathy Britt-Rogers		
		Date: 5/19/2025

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