

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:	ECR	
Position Title:	Serials/Bindery Assistant	
Classification Level: Student Assistant Sr.	Hourly Rate: \$17.00	Available openings: 1
Hours per week: 8-12		
Specific time periods required:		
Work Schedule: Mon. – Fri. between 8:00 AM -5:00 PM		
<u>Responsibilities/Duties:</u> <ul style="list-style-type: none"> Gathering current periodical issues from the Matheson reading room and other General Libraries locations Processing material to and from the bindery using the on-line Advanced Binding Library Exchange (ABLE) database system. Using the on-line catalog system, Alma, to create new serial item records. Open mail and check in serial issues in Alma system Interpret data from Alma bib records, item records, holdings statements, and other sources for various ECR projects 		
<u>Requirements:</u> <ul style="list-style-type: none"> Self-motivation. Dependability. Ability to work with a high level of independence following training. Ability to perform assigned tasks with accuracy, attention to detail, and good judgment. Flexibility, ability to adjust to changing assignments on short notice. Physically capable of pulling, transporting (with book trucks) bound volumes. Ability to learn new multi-step tasks promptly and accurately 		
Interviewer's Name:	Tracy Preyer	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Tracy Preyer		Date: 6/4/25

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