# Student Job Details

<table>
<thead>
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<th>Team and/or Unit:</th>
<th>ECR</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>GovDocs Student Assistant</td>
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**Classification Level:** 4  
**Hourly Rate:** 9.50  
**Available openings:** 1  
**Hours per week:** 20

**Specific time periods required, if any:**

**Work Schedule:** Monday-Friday

**Responsibilities/Duties:**

* Open mail and check in government document issues in Library system.

• Receive, process, and enter statistics for government document items as needed, using Library system.

• Use the Library system to create new government document item records.

• Shelve or re-shelve materials.

**Requirements:**

• 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 Name:** Anna Lech-Mlynarz

**Contact Number and/or Email:** lits-studentjobs@emory.edu

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**Form Submitted by:** Anna Lech-Mlynarz  
**Date:** 02/25/2016