Complete this form, save and send as attachment to Library HR via email (eul-studentjobs@emory.edu) use 'New Student Assistant' in subject line.

Student Job Details

Team and/or Unit: Acquisitions and Bibliographic Management Team (ABM) / Cataloging and Materials Management (CAMM)
Position Title: Marking Assistant
Classification Level: 3
Hourly Rate: $8.75
Available openings: 1
Hours per week: 10-12
Specific time periods required, if any: Monday – Friday
Work Schedule: Hours available: Between 10:30am-6:00 pm Monday – Friday – no evenings or weekends

Responsibilities/Duties:
This job entails working in the Marking unit, which involves processing newly cataloged items so they are ready for circulating. The items are given call number labels, property stamps and security features. The Marking unit processes approximately 2000-3000 items per month.

Marking activities include but are not limited to:
• Verifying the accuracy of the call number labels, adding the security features and property marking items to make items ready for shelving, and sorting the materials for routing to various destinations.
• Preparing and applying call number labels for monographs, serials, microfilms, and music/media items using the Aleph Integrated Library System (ILS).
• Ensuring rush items are processed in a timely manner and routed to the proper destinations.
• Recording daily statistics in an Excel spreadsheet
• Requires the ability to work well as a member of a team, including communicating the status of tasks to other employees and supervisors.

Requirements:
Dependability, attention to detail, communication skills and ability to work independently are very important. This job requires computer skills, physical lifting, and pushing loaded book carts.

Interviewer Name: Laura Trittin
Contact Number and/or Email: libldt@emory.edu

LHR/Students/Form/Request for Student Assistant 01/2013