**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research Services, Rose Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Anne &amp; Bill Newton Teaching Scholar</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>Level 5</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$11.50</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-12</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>M-F 9:00 AM – 5:00 PM</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Flexible</td>
</tr>
</tbody>
</table>

**Responsibilities/Duties:**

- Assist Instruction Archivist & QEP Librarian with the maintenance of the Teaching with Rose Library online resource portal.
- Assist Instruction Archivist & QEP Librarian with the coordination of the Rose Library Faculty Teaching Fellowship Program designed to train faculty on teaching with archives.
- Interact with instructors from Emory and other area institutions to schedule sessions, determine goals and outcomes for sessions.
- Assist with the planning and preparation of archives sessions based on syllabi and other requests provided by instructors.
- Supervise and enforce Rose Library policies and procedures related to security and the care and handling of materials.
- Develop outcomes and objectives for archives sessions which could include a show-n-tell of materials, information literacy about finding aids database and online catalog, and hands-on primary source analysis.
- Participate in discussions around the practical and theoretical framework for instruction services in libraries.
- Assist Instruction Archivist & QEP Librarian with usage statistics, student evaluations, and program on a continuous basis.
- Occasionally teach archives instruction sessions based upon his or her area of expertise and considering a number of pedagogical approaches.
- Assist Instruction Archivist & QEP Librarian with other special projects as assigned.
## Request for New Student Assistant

### Requirements:

- Ability to perform tasks with accuracy and dependability.
- Ability to perform tasks (such as retrieving and reshelving special collections material) with attention to details.
- Ability to speak comfortably in front of groups of people.
- Ability to work effectively in a team environment.
- Fluency in the English language.
- Subject knowledge of one or more of Rose Library collecting areas.
- Physical stamina and capacity to do work requiring bending, occasional lifting (35-40 lbs.) and other activities. Work involves frequent exposure to dust, and related allergens.
- Teaching experience is desired, but not required.

### Interviewer Name:  
**Gabrielle M. Dudley**

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

### Form Submitted by:  
Gabrielle M. Dudley  
**Date:** 8/15/2017