

# LIBRARY & IT

## Request for New Student Assistant



<b>Student Job Details</b>			
Team and/or Unit:	Research Services, Rose Library		
Position Title:	Anne & Bill Newton Teaching Scholar		
Classification Level: <b>Level 5</b>	Hourly Rate: \$11.50	Available openings: 1	
Hours per week: <b>10-12</b>			
Specific time periods required, if any: <b>M-F 9:00 AM – 5:00 PM</b>			
Work Schedule: <b>Flexible</b>			
<b>Responsibilities/Duties:</b>			
<ul style="list-style-type: none"><li>• Assist Instruction Archivist &amp; QEP Librarian with the maintenance of the Teaching with Rose Library online resource portal.</li><li>• Assist Instruction Archivist &amp; QEP Librarian with the coordination of the Rose Library Faculty Teaching Fellowship Program designed to train faculty on teaching with archives.</li><li>• Interact with instructors from Emory and other area institutions to schedule sessions, determine goals and outcomes for sessions.</li><li>• Assist with the planning and preparation of archives sessions based on syllabi and other requests provided by instructors.</li><li>• Supervise and enforce Rose Library policies and procedures related to security and the care and handling of materials.</li><li>• 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.</li><li>• Participate in discussions around the practical and theoretical framework for instruction services in libraries.</li><li>• Assist Instruction Archivist &amp; QEP Librarian with usage statistics, student evaluations, and program on a continuous basis.</li><li>• Occasionally teach archives instruction sessions based upon his or her area of expertise and considering a number of pedagogical approaches.</li><li>• Assist Instruction Archivist &amp; QEP Librarian with other special projects as assigned.</li></ul>			

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### 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