# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Collection Services Unit, Stuart A. Rose Manuscript, Archives &amp; Rare Book Library</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Book Processing Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>3 (Work Study)</td>
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<td>Hours per week:</td>
<td>15-20</td>
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<td>Specific time periods required, if any:</td>
<td>January 2018-May 2018 required, prefer to extend beyond</td>
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<tr>
<td>Work Schedule:</td>
<td>Between the hours of 9:00 AM and 5:00 PM Monday-Friday</td>
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### Responsibilities/Duties:

Mark newly cataloged material in preparation for use in the Reading Room. Marking includes:

1. Creating a tab for a book with a call number and barcode
2. Identifying and placing items in sleeves, envelopes, folders and boxes when appropriate
3. Recognizing preservation issues and alerting staff
4. Applying appropriate book plates
5. Re-shelving that material once it has been checked in

### Requirements:

1. Attention to detail
2. Ability to work well independently
3. Excellent communication skills, in writing and in person
4. Responsible, personable and dependable

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**Interviewer Name:** Meaghan O’Riordan  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu  
**Form Submitted by:** Meaghan O’Riordan  
**Date:** 1/2/2018