

# LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Rose Library Collection Services	
Position Title:	Collection Services Graduate Student Assistant	
Classification Level: <b>5</b>	Hourly Rate: 11.50	Available openings: 1
Hours per week: <b>12-15</b>		
Specific time periods required, if any: Hours must be scheduled <b>Monday-Friday, 9-5</b>		
Work Schedule:		
Responsibilities/Duties:  Reporting primarily to the Manuscript Archivist, this position will assist all members of the Collection Services Unit with long projects. Activities may include arranging and describing manuscript collections, rehousing collection material, rare book collections management such as shelving and inventorying material. This position may work with records of a confidential nature and will be expected to handle these materials appropriately.		
Requirements: <ul style="list-style-type: none"><li>➤ Graduate student with subject expertise in history, English language literature, or other humanities discipline required; background in primary source research helpful.</li><li>➤ Good organizational skills.</li><li>➤ Strong communication skills and ability to work effectively in a team environment.</li><li>➤ Ability to work with appropriate independence following training.</li><li>➤ Ability to adjust to changing assignments on short notice.</li><li>➤ Ability to think analytically and to enjoy problem-solving.</li><li>➤ Ability to perform assigned tasks with accuracy and attention to detail; ability to accept and follow established procedures and instructions.</li><li>➤ Physical stamina and capacity to do work regularly requiring bending, reaching, pushing book trucks and occasional heavy lifting (boxes weighing about 35-40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, mold, old paper, and related allergens.</li><li>➤ Ability to use DiscoverE and other research databases.</li><li>➤ Familiarity with the Microsoft Office suite of programs, particularly Microsoft Word required.</li><li>➤ Fluency in the English language required.</li><li>➤ Legible handwriting required.</li></ul>		
Interviewer Name:	<b>Sarah Quigley</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	

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Form Submitted by: Sarah Quigley

Date: 8/10/2017