# Request for New Student Assistant

**Team and/or Unit:** Collection Services Unit, Stuart A. Rose Manuscript, Archives & Rare Book Library

**Position Title:** Collection Management Student Assistant

<table>
<thead>
<tr>
<th>Classification Level:</th>
<th>5</th>
<th>Hourly Rate:</th>
<th>$11.50</th>
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<tbody>
<tr>
<td>Available openings:</td>
<td>1</td>
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| Hours per week: | up to 20 |

Specific time periods required, if any: **1 year commitment required**

**Work Schedule:** Between the hours of 9:00 AM and 5:00 PM Monday-Friday

**Responsibilities/Duties:**

1. Re-house new collections and create container lists
2. Assist with space management by completing shelf inventories
3. Check in returned material from other departments and re-shelve that material
4. Assist with processing manuscript collections
5. Assist with moving new acquisitions to appropriate locations
6. Assist with marking newly cataloged books
7. May perform some copy cataloging of new acquisitions

**Requirements:**

1. Bachelor’s degree
2. Attention to detail
3. Ability to work well independently
4. Appropriate computer skills, including accurate typing and ability to learn new applications
5. Ability to adjust to changing assignments on short notice
6. Excellent communication skills, in writing and in person
7. Must be able to lift up to 30lbs

Minimum two year commitment preferred

**Interviewer Name:** Meaghan O’Riordan

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

**Form Submitted by:** Meaghan O’Riordan

Date: 07/23/2018