# 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>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Collection Management Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>5</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>up to 20</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>January 2018-August 2018 required, prefer to extend beyond</td>
</tr>
<tr>
<td>Work Schedule:</td>
<td>Between the hours of 9:00 AM and 5:00 PM Monday-Friday</td>
</tr>
</tbody>
</table>

## Responsibilities/Duties:
1. Re-house new collections and create container lists
2. Assist with space management by completing shelf inventories
3. Participate in a retroactive barcoding project
4. Check in returned material from other departments and re-shelve that material
5. Assist with processing manuscript collections
6. Assist with moving new acquisitions to appropriate locations
7. Assist with marking newly cataloged books
8. 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

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: 1/2/2018