

# LIBRARY & IT

Request for New Student Assistant



<b>Student Job Details</b>		
Team and/or Unit:	Copy Cataloging Services Team	
Position Title:	Copy Cataloging Services Student Assistant	
Classification Level: <b>SA3</b>	Hourly Rate: \$9.00	Available openings: 1
Hours per week: <b>Minimum 10 hrs. week</b>		
Specific time periods required, if any: <b>Between 8 a.m. and 4 p.m.</b>		
Work Schedule: <b>Flexible</b>		
Responsibilities/Duties: <ol style="list-style-type: none"><li>1. Process incoming library materials including searching, sorting, shelving incoming library materials.</li><li>2. Searching and/or download bibliographic records from national database (OCLC) into library ILS (ALMA) to make records available to be cataloged.</li><li>3. Participate in other activities and projects supporting the work of Woodruff Technical Services and the C Division.</li></ol>		
Requirements: --Attention to detail and ability to learn new skills, follow instructions and work independently after training. --Ability to perform physical lifting and pushing book trucks that may contain heavy books or materials. --Ability to perform assigned tasks with accuracy and attention to detail. --Must be able to understand and follow written and verbal instructions in English. --Foreign language skills a plus but is not required. --Neat and legible handwriting.		
Interviewer Name:	<b>Betty C. Berry</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	
Form Submitted by: Betty C. Berry		
Date: 9/18/17		