# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Copy Cataloging Services for South Asian-language materials</th>
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<tbody>
<tr>
<td>Position Title:</td>
<td>Copy Cataloging Services <strong>Graduate</strong> Assistant for South Asian Materials</td>
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<tr>
<td>Classification Level:</td>
<td>5</td>
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<tr>
<td>Hourly Rate:</td>
<td>$11.50</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-20</td>
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<tr>
<td>Specific time periods required:</td>
<td>Monday-Friday (Flexible)</td>
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**Work Schedule:** Flexible (primarily between 8:30 am & 4:30 pm). No weekend work.

## Responsibilities/Duties:

The Graduate Student Assistant for South Asian Materials will assist with backlog and incoming acquisitions from the Library of Congress and other vendors for the study of South Asia. This position will begin November 1st and continue until August through the 2019-2020 Academic Year. There is a possibility to extend into Summer session.

Duties include, but are not limited to:

1. Cataloging new acquisitions in both English and foreign languages in Alma (ILS) while adhering to standard cataloging rules and protocols.
2. Searching Connexion, the national database for appropriate bibliographic records.
3. Preparing acquisitions to be sent for marking and/or repair.
4. Assisting with special projects as assigned.
5. The Graduate Student Assistant also participates in other activities supporting the work of the subject librarian and/or Tech Services, as assigned.

## Requirements:

1. Bachelor’s degree
2. Reading knowledge of a Devanagari-based language such as Sanskrit or Hindi. Knowledge of an additional South Asian language such as Telugu or Tibetan preferred.
3. Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions.
4. Computer skills, ability to type accurately and to use and learn a variety of Library (e.g. Alma) software.
5. Ability to lift moderately heavy objects and move heavily loaded book trucks.
6. Ability to work well independently.

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**Interviewer Name:** Gautham Reddy

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

Form Submitted by: Gautham Reddy Date: 9/16/2019