

# LIBRARY & IT

Request for New Student Assistant



<b>Student Job Details</b>		
Team and/or Unit:	Client Services	
Position Title:	Desktop Support Student Assistant	
Classification Level: <b>level 3</b>	Hourly Rate: \$9.00	Available openings: 1
Hours per week: <b>minimum of 10, maximum of 20</b>		
Specific time periods required, if any: <b>Fall 2017</b>		
Work Schedule: <b>A mix of Weekdays between 9am-5pm</b>		
<b>Responsibilities/Duties:</b> <ul style="list-style-type: none"><li>• Upkeep of conference rooms and public spaces</li><li>• Imaging and maintenance of computers</li><li>• Documentation and upkeep of department database</li><li>• Disposal of Trash</li><li>• Perform duties as assigned</li><li>• Assist team in identifying process improvements</li><li>• Perform general service maintenance and support</li></ul>		
<b>Requirements:</b> <b>Required Qualifications:</b> <ul style="list-style-type: none"><li>• Strong computer skills</li><li>• Excellent communication skills with coworkers, supervisors, and customers</li><li>• Ability to lift minimum of 25lbs</li></ul> <b>Desired Qualifications:</b> <ul style="list-style-type: none"><li>• Basic knowledge of Windows and Macintosh</li><li>• Familiarity with basic software applications such as web browsers, word &amp; excel, and basic email.</li><li>• Must be organized and work well with constant priority changes</li><li>• Must be detail oriented and possess excellent follow up skills</li></ul>		
Interviewer Name:	<b>Jack Scott</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	
Form Submitted by: Jack Scott		
Date: 8/28/17		