# Request for New Student Assistant

**Team and/or Unit:** LITS Human Resources  
**Position Title:** Digitization Student Assistant  
**Classification Level:** 4  
**Hourly Rate:** 9.50  
**Available openings:** 1  
**Hours per week:** Flexible  
**Specific time periods required, if any:**  
**Work Schedule:** Flexible, part-time work within M-F 8a-5p

**Responsibilities/Duties:**  
- Perform scanning and imaging tasks; Sorting, Analyzing, Identifying, Classifying and Sorting HR documents electronically.  
- Ensure the accuracy and timelessness of scanned documents.  
- Enter all scanned information into its correct BOX folder.  
- Review and process confidential HR information.  
- Maintain high degree of quality control and validation of the completed work.  
- Adhering to Emory’s Retention Policy Guidelines.

**Requirements:**  
- Ability to focus on detail and accuracy.  
- Ability to handle confidential information.  
- Excellent organizational and time-management skills.  
- Basic typing/data entry skills.  
- Strong organizational and administrative skills.

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**Interviewer Name:** Carla Ashe-Hutchinson  
**Contact Number and/or Email:** [LITS-studentjobs@emory.edu](mailto:LITS-studentjobs@emory.edu)

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**Form Submitted by:** Carla Ashe-Hutchinson  
**Date:** 4/17/18