# Request for Student Assistant

**Team and/or Unit:** Facilities  
**Position Title:** Facilities student assistant  
**Classification Level:** 5  
**Hourly Rate:** 11.50  
**Available openings:** 1  
**Hours per week:** 20  
**Specific time periods required, if any:** Hours will vary within 8a-5p (Mon-Fri)  

**Responsibilities/Duties:**  
- Set up the Jones room for daily events  
- Maybe asked to sort incoming mail and packages  
- Maybe asked to process outgoing mail and packages  
- Maybe asked to deliver mail and packages throughout the building  
- Help stage and process items going to surplus or storage  
- Help move lite furniture (chairs, trash bins, small tables)  

**Requirements:**  
- Flexible work hours (may vary) Mon-Fri  
- Able to lift 50lbs  

**Interviewer Name:** Marty Ike  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu  
**Form Submitted by:** Marty Ike  
**Date:** 11/9/2017