# Request for New Student Assistant

## Team and/or Unit:
Goizueta Business Library

## Position Title:
Student Assistant

<table>
<thead>
<tr>
<th>Classification Level</th>
<th>Hourly Rate</th>
<th>Available openings</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>8.50</td>
<td>1</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Hours per week</th>
<th>Specific time periods required, if any</th>
<th>Work Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>8-10</td>
<td>Weekdays between 10 AM and 6 PM</td>
<td>Weekdays only, no evenings or weekends.</td>
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## Responsibilities/Duties:
This position supports the Document Delivery and Library Course Reserves services provided to faculty of the Goizueta Business School.

This position will:
- Process materials for Library Course Reserves
- Access online databases to retrieve articles, retrieve books and place Interlibrary Loans on behalf of the business school faculty
- Maintain business reference and career collections
- Maintain Business Kindles
- Maintain public space and new business and career book displays
- Make deliveries to the business school
- Projects as needed.

## Requirements:
- Must be detail-oriented, follow procedures and be conscientious about quality work performance
- Self-starter, able to perform tasks with minimal supervision

There will be a high learning curve in following Course Reserves procedures - must have an interest in learning processes and taking responsibility for specific tasks.

Preference given to students continuing through Spring semester.

## Interviewer Name:
Amanda Adams

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

Form Submitted by: Amanda Adams  
Date: 7/19/18