# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Goizueta Business Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>TBD</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8-10</td>
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**Specific time periods required, if any:** Candidates will work between the hours of 10-6, Tuesday and Thursday availability a must.

**Work Schedule:** 2-3 days during M-F hours. SA will start during Fall

## 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 taking responsibility for specific tasks.
- Preference given to students continuing through Fall semester.

**Interviewer Name:** Amanda Adams

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

**Form Submitted by:** Amanda Adams  **Date:** 09/13/2018