

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Emory University Archives – Rose Library	
Position Title:	Graduate Processing Assistant	
Classification Level: 5	Hourly Rate: \$11.50/hr	Available openings: 1
Hours per week: 12		
Specific time periods required, if any: M-F, 9am to 5pm		
Work Schedule: Flexible		
Responsibilities/Duties: Under the direction of the University Archivist, the Graduate Processing Assistant will assist in arranging and describing Emory University Archives records and manuscript materials. Tasks include organizing original materials, re-housing collections in archival-quality folders and boxes, conducting background research, and preparing descriptive tools to provide access to the collections. This position may work with records of a confidential or sensitive nature and will be expected to handle these materials appropriately. The Emory University Archives collects, preserves, and provides access to records and related materials documenting the history and function of Emory University, its predecessor schools, and related organizations. The archives contains the following types of materials: official Emory University records and publications; papers of Emory University faculty and administrators; and materials that document the life of the University community, including student activities, alumni organizations, organizations of faculty and administrators, and other University related groups.		
Requirements: Applicants should have typing skills, the ability to think analytically and to enjoy problem-solving, good attention to detail, a working knowledge of Microsoft Word / Excel, and basic computer navigation skills. Candidates should also be self-disciplined and able to work independently following training. There will be occasional heavy lifting (boxes up to 40 lbs.). Work involves frequent exposure to dust, mold, old paper, and related allergens. Fluency in English is required. Position available to graduate students only. Experience conducting research using archival materials is preferred.		
Interviewer Name:	John Bence	
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Form Submitted by: John Bence 08/02/2017		