

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Interlibrary Loan	
Position Title:	ILL Lending Student Assistant	
Classification Level: 2	Hourly Rate: 8.50	Available openings: 1-2
Hours per week: 10-15		
Specific time periods required, if any:		
Work Schedule: Monday-Friday only, between the hours of 9am-5pm (no weekends or late shifts)		
Responsibilities/Duties: ILL Lending student assistants are responsible for pulling books & journals from the library stacks; checking out books in ALMA (the library's catalog); updating loan and article requests in ILLiad (the library's ILL management program); scanning articles to deliver to other libraries; preparing loaned books to be shipped to other libraries; processing returned loans; assisting with special projects; and any other tasks as assigned.		
Requirements: Must be able to maintain a consistent schedule, be responsible for communicating scheduling needs and changes, and maintain confidentiality of patron records. Physical Requirements: the ability to push a full book cart all over the library, the ability to sit and operate a book scanner for 1-2 hours at a time, and the ability to stand in one place to box up and open boxes of books for 1-2 hours at a time.		
Interviewer Name:	Kathy Britt-Rogers	
Contact Number and/or Email:	LITS-studentjobs@emory.edu	
Form Submitted by: Kathy Britt-Rogers		
Date: 8/25/2017		