# Request for New Student Assistant

**Team and/or Unit:** Interlibrary Loan  
**Position Title:** ILL Mail Room Student Assistant (FWS)  
**Classification Level:** 2  
**Hourly Rate:** 8.50  
**Available openings:** 1  
**Hours per week:** 10-15  
**Specific time periods required, if any:** mornings  
**Work Schedule:** 2-3 hours daily, mornings preferred *(no weekends or late shifts)*

### Responsibilities/Duties:
- Open, sort, and distribute incoming packages
- Wrap outgoing packages being sent to other libraries; sort by priority and according to whether domestic or international
- Other duties as required, including processing ILL Lending returns, scanning articles and other documents for electronic delivery, etc.

### Requirements:
- Ability to pay close attention to detail
- Responsible attitude toward regular work schedule
- Flexibility
- Must be physically able to handle large heavy boxes

**Interviewer Name:** Kathy Britt-Rogers  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu  
**Form Submitted by:** Kathy Britt-Rogers  
**Date:** 7/27/2018