# LIBRARY & IT

## Request for New Student Assistant

### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Interlibrary Loan</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>ILL Lending Student Assistant</td>
</tr>
<tr>
<td>Classification Level</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>8.50</td>
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<tr>
<td>Available openings</td>
<td>2</td>
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<tr>
<td>Hours per week</td>
<td>10-15</td>
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**Specific time periods required:** Need 1 morning and 1 afternoon student

**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

7/27/2018