## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Interlibrary Loan--Borrowing</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>2</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$8.25</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>2-3 hours per day</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>Between 8 AM and 5 PM, Monday-Friday</td>
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</tbody>
</table>

### Responsibilities/Duties:
- Process incoming borrowing material: open mail; update user requests using the ILLiad ILL software; physically prepare material; shelve material in Circulation
- Process borrowing returns: pull returns from Circulation ILL return shelves; check in material on ILLiad; physically prepare material for return
- Open incoming packages; sort items according to whether they belong to Borrowing or Lending sections
- Wrap outgoing material; sort according to whether domestic or international
- Update records in ILLiad; process Lending returned material; other duties as required
- Additional duties as required

### Requirements:
- Ability to think logically and pay close attention to detail
- Responsible attitude toward regular work schedule
- Knowledge of computer basics
- Must be physically able to handle large heavy boxes

### Interviewer Name:
Marie Hansen

### Contact Number and/or Email:
lits-studentjobs@emory.edu

### Form Submitted by:
Date: 8/26/14