# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>International Area Studies</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Student Assistant for Korean Materials</td>
</tr>
<tr>
<td>Classification Level</td>
<td>4</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>9.50</td>
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<tr>
<td>Available openings</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10</td>
</tr>
</tbody>
</table>

**Specific time periods required, if any:**

**Work Schedule:** At student’s discretion, between 8:30-6:00 weekdays

## Responsibilities/Duties:

- Selecting monographic works in Korean in cooperation with the Japanese Studies Librarian
- Placing orders for Korean language titles
- Receiving incoming shipments of Korean materials
- Copy cataloging Korean materials

## Requirements:

- Fluency in Korean language
- Willingness to work with North Korean publications
- Proficiency with Microsoft Windows and web browsers
- Ability to learn to use new software
- Good communication skills; willingness to ask questions
- Ability to adhere to a consistent work schedule

**Interviewer Name:** Lawrence Hamblin

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Lawrence Hamblin

**Date:** July 10, 2019