## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>LSC / EmTech</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>LSC Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>N/A (Special EmTech Level)</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$10.50</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1-2</td>
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<tr>
<td>Hours per week:</td>
<td>10-12 or more</td>
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Specific time periods required, if any: **Flexible, but must be at least 2-3 hour blocks of time.**

### Work Schedule:
Flexible, but must be Weekdays, anytime between 8:30 a.m. and 4:30 p.m.

### Responsibilities/Duties:
Assists in preparing Emory University Collections for ingest at the new Library Service Center (LSC) by performing various tasks at the LSC, including:
- Building trays for accessioning
- Assisting with loading/unloading of vans containing crated materials (in “totes”)
- Unloading totes onto book carts for accessioning
- Placing material into trays
- Scanning items into ALMA and/or the CAIASKFT inventory control system

### Requirements:
- Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions.
- Computer skills, ability to use and learn a variety of both Library (e.g. ALMA) and non-Library software (e.g. CAIASKFT, MS Excel, etc.).
- Ability to lift moderately heavy objects and move heavily loaded book trucks.

### Additional Comments:
- Job location is at the LSC at 1260 Briarcliff Road (on the Briarcliff Campus down the hill behind “Hawkins National Laboratory”).
- Hours: Weekdays, anytime between 8:30 a.m. and 4:30 p.m., in at least 2-3 hour blocks of time.
- All appropriate software and/or manual training is provided and is “on the job.”
- After training, will be required to work independently and must be able to handle that responsibility.
- Having a vehicle (car, bike, truck, scooter, skateboard, etc.) although not mandatory will come in very handy ... and there’s free parking. If not, the B Shuttle goes to (i.e. near) the LSC.

### Interviewer Name:
Steve Johnson (Library Coordinator, Bibliographic Management)

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

### Form Submitted by:
Steve Johnson Date: 4/5/2019