

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Music & Media Service Desk	
Position Title:	MUSME Stacks Student Assistant	
Classification Level: SA3	Hourly Rate: 9.00	Available openings: 2
Hours per week: 8+		
Specific time periods required, if any: Fall semester with potential to continue into next academic period		
Work Schedule: TBD, Between the hours of 9am and 4pm Mon through Fri		
Responsibilities/Duties: <ul style="list-style-type: none">- Open stacks maintenance (re-shelving, straightening, shelf reading, shifting)- Process incoming acquisitions (Music scores, DVD's, books & journals)- Equipment maintenance / Inventory- Keeping Music & Media Library organized, orderly, and tidy. Includes:<ul style="list-style-type: none">o Cleaning workstationso Straightening tables, chairs, equipmento Library workstation equipment monitoring and maintenance		
Requirements: <ul style="list-style-type: none">- Ability to read Western classical music (music major preferred)- Basic knowledge of German, Italian, or French (preferred, not mandatory)- Basic understanding of the library catalog and various departments- Demonstrated ability to manage work assignments- Attention to detail and time management skills- Responsible, personable, and dependable- Problem solving skills- Verbal and written communication skills- Ability to write legibly		
Interviewer Name:	Kevin Miller	
Contact Number and/or Email:	LITS-studentjobs@emory.edu	
Form Submitted by: Kevin Miller		
Date:		