

# LIBRARY & IT

Request for New Student Assistant



<b>Student Job Details</b>		
Team and/or Unit:	Music & Media Library	
Position Title:	Music & Media Desk Assistant	
Classification Level: <b>SA3</b>	Hourly Rate: 9.00	Available openings: 2-3
Hours per week: <b>7-12</b>		
Specific time periods required, if any: Mornings/Afternoons Preferred (12pm-6pm)		
Work Schedule:		
Responsibilities/Duties: The desk assistant is responsible for staffing the circulation desk of the Music & Media Library during open hours. Assistants will be responsible for: using the automated circulation system for patron transactions; providing basic information and directions to patrons; retrieving and shelving materials; shelf- reading media collections; searching for missing items; answering telephones; keeping the library tidy; and monitoring printers, copiers and other equipment.		
Requirements: Assistants should have: a basic understanding of the library catalog and departments; some knowledge or enthusiasm for film, music or multimedia; demonstrated ability to manage work assignments; attention to detail; ability to communicate effectively with library users and staff; and strong customer service skills.		
Interviewer Name:	<b>Anne Marie McLean</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	
Form Submitted by: Anne Marie McLean		
Date: 9/5/2017		