# Request for New Student Assistant

**Team and/or Unit:** Music & Media Library  
**Position Title:** Music & Media Desk Assistant  
**Classification Level:** SA3  
**Hourly Rate:** 9.00  
**Available openings:** 2-3  
**Hours per week:** 7-12  
**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:
Anne Marie McLean

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

## Form Submitted by:
Anne Marie McLean  
**Date:** 9/5/2017