# Request for New Student Assistant

**Team and/or Unit:** Rose Library, Collection Services  
**Position Title:** Manuscript Processing Assistant for the Sam Nunn papers  
**Classification Level:** 5  
**Hourly Rate:** 11.50  
**Available openings:** 2  
**Hours per week:** 10 - 15  

### Work Schedule:
Between the hours of 9:00 AM and 5:00 PM, Monday-Friday

### Responsibilities/Duties:
Under the direction of the Project Archivist, this position will assist in arranging and describing the papers of former Senator Sam Nunn. Tasks include organizing original materials, re-housing collections in archival-quality folders and boxes, conducting background research, and preparing descriptive tools to provide access to the collection.

This position begins this summer and continues into the 2019-2020 academic year.

### Requirements:
- Bachelor's degree required. Graduate work in history, political science, or other humanities discipline is preferred.
- Attention to detail
- Ability to work well independently
- Excellent communication skills, in writing and in person. Clear, legible handwriting is essential.
- Working knowledge of Microsoft Word / Excel and basic computer navigation skills.
- Must be able to lift up to 30 lbs.
- Work involves frequent exposure to dust, mold, old paper, and related allergens.
- Fluency in English

**Interviewer Name:** Rebecca Sherman  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Rebecca Sherman  
**Date:** 4/12/19