

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
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: 1
Hours per week: 12		
Specific time periods required, if any: Anytime M-F, 9:00 a.m. – 5:00 p.m.		
Work Schedule:		
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.		
Requirements: Applicants should have typing skills, the ability to think analytically and to enjoy problem-solving, good attention to detail, a working knowledge of Microsoft Word / Excel, and basic computer navigation skills. Candidates should also be self-disciplined and able to work independently following training. There will be occasional heavy lifting (boxes weighing ca. 35-40 lbs.). Work involves frequent exposure to dust, mold, old paper, and related allergens. Fluency in the English language is required. Clear, legible handwriting is essential. Graduate work in history, political science, or other humanities disciplines is preferred.		
Interviewer Name:	Rebecca Sherman	
Contact Number and/or Email:	Lits-studentjobs@emory.edu	
Form Submitted by:		
Date:		