

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Marking Unit/Emory University Technical Services	
Position Title:	Marking Assistant (Undergraduate Student)	
Classification Level: 3	Hourly Rate: \$9.00	Available openings: 2
Hours per week: 10		
Specific time periods required, if any:		
Work Schedule: Available hours between 10:30 am - 6:00 pm Monday – Friday (some flexibility in hours available, usually 2-4 hour shifts) No evening or weekend work permitted		
Responsibilities/Duties:		
Marking activities include but are not limited to:		
<ul style="list-style-type: none">• Preparing and applying call number labels for monographs, serials, microfilms, and music/media items using the Alma Library System and the call number label computer program.• Verifying the accuracy of the call number labels, adding security features and property marking to make items ready for shelving, and sorting the materials for routing to various destinations• Ensuring rush items are processed in a timely manner and routed to the proper destinations.• Updating current location information about the items using the Alma system.• Recording daily statistics in an Excel spreadsheet• Requires the ability to work well as a member of a team, including communicating the status of tasks other employees and supervisors.		
Requirements:		
Dependability, attention to detail, communication skills and the ability to work independently are extremely important.		
This job requires computer skills, physical lifting of books and other materials, and pushing loaded book carts.		
<i>Please note that this job has absolutely nothing to do with Marketing or Business.</i>		
Interviewer Name:	Laura Trittin	
Contact Number and/or Email:	lits-studentjobs@emory.edu – Must fill out application with LITS HR office <i>first</i>	
Form Submitted by: Laura Trittin		
Date: 16 August 2017		

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