

# LIBRARY & IT

## Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Metadata Services	
Position Title:	Metadata Assistant	
Classification Level: <b>5</b>	Hourly Rate: 11.50	Available openings: 1
Hours per week: <b>10-15</b>		
Specific time periods required, if any:		
Work Schedule: <b>At employees discretion during the hours of 9-5pm, Monday through Friday</b>		
Responsibilities/Duties: The Metadata Services Unit within Content Division is seeking a graduate student to assist with the maintenance and cleanup of image collections within a digital Emory Repository. The student will assist in the creation of metadata for image records, clean up existing records and investigate date and creator information of images for future copyright review.		
Requirements: Qualifications (knowledge, skill and/or experience) required: - Required: Basic computer skills, particularly web searching, Word and Excel - Interest in copyright research - Attention to detail and time management skills - Ability to work independently and efficiently Responsible, personable, and dependable.		
Interviewer Name:	<b>Simon O'Riordan</b>	
Contact Number and/or Email:	<b>LITS-studentjobs@emory.edu</b>	
Form Submitted by: Simon O'Riordan		
Date: August 29, 2015		