# Request for New Student Assistant

**Team and/or Unit:** Metadata Services  
**Position Title:** Metadata Assistant  
**Classification Level:** 5  
**Hourly Rate:** 11.50  
**Available openings:** 1  

### Hourly Rate

**Hours per week:** 10-15  
**Specific time periods required, if any:**

### Work Schedule

**Work Schedule:** At employees discretion during the hours of 9-5pm, Monday through Friday

### 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.

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**Interviewer Name:** Simon O'Riordan  
**Contact Number and/or Email:** LITS-studentjobs@emory.edu  
**Date:** August 29, 2017

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