# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Access and Resource Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Metadata Student Assistant (emphasis Civil War collections)</td>
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<tr>
<td>Classification Level:</td>
<td>6</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>14.25</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8-12</td>
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**Specific time periods required**, if any: Summer 2019 – Spring 2020

**Work Schedule**: Monday – Friday; Between the hours of 9:00 AM and 6:00 PM; schedule to be negotiated with supervisor

## Responsibilities/Duties:
The Access and Resource Services Unit of Emory Libraries seeks a graduate student in the humanities or social sciences to assist with the creation and editing of metadata for Emory’s Civil War collections.

Tasks will include reviewing historical documents, editing existing data entries, creating subject headings using Library of Congress Authorities and assisting with other projects as needed.

## Requirements:
1. Basic computer skills including Microsoft Word and Excel.
2. Proficiency in reading nineteenth-century handwriting.
3. Attention to detail and time management skills.
4. Ability to work well independently and efficiently.
5. Strong written communication skills.
6. Some knowledge of nineteenth-century American history is desired, but not required.
7. Experience working with digital primary source collections is also desired, but not required.

**Interviewer Name**: Simon O’Riordan and Erica Bruchko

**Contact Number and/or Email**: LITS-studentjobs@emory.edu

Form Submitted by: Erica Bruchko  Date: July 19, 2019