## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Music &amp; Media Library</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Student Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$9</td>
</tr>
<tr>
<td>Available openings:</td>
<td>4</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>35 hours total</td>
</tr>
</tbody>
</table>

**Specific time periods required:** weekday eve/nights (until midnight), weekends after 1-8 or 10

**Work Schedule:** 2 positions during the week, 2 weekend shifts, depending on hours available

## Responsibilities/Duties:
- responsible for staffing the circulation desk of the Music & Media Library during open hours
- responsible for using the automated circulation system for patron transactions
- responsible for providing basic information and directions to patrons
- responsible for providing basic technical reference for the equipment collection
- responsible for retrieving and shelving materials
- responsible for shelf-reading, inventorying, and running reports
- responsible for keeping Music & Media Library organized, orderly, and tidy

## Requirements:
- basic understanding of the library catalog and various departments
- some knowledge or enthusiasm for film, equipment, music, or multi-media
- demonstrated ability to manage work assignments
- attention to detail and time management skills
- ability to follow verbal and written instructions
- ability to communicate and work effectively with all library users and staff and in a team environment
- flexibility and the ability to adjust to changing procedures and assignments on short notice
- must understand and adhere to strict code of confidentiality
- strong customer service and problem-solving skills
- responsible, personable, and dependable

**Interviewer Name:** Jessica Perlove

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

**Form Submitted by:** Jessica Perlove **Date:** 8/23/19