# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Instruction and Engagement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Instruction and Engagement Graduate Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>6</td>
</tr>
<tr>
<td>Hours per week:</td>
<td><strong>up to 10 hours</strong></td>
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<td>Specific time periods required, if any:</td>
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<tr>
<td>Work Schedule:</td>
<td><strong>Flexible, Monday-Friday between the hours of 9AM-5PM</strong></td>
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## Responsibilities/Duties:

The Instruction and Engagement team at the Emory Libraries is seeking a graduate student to assist with instruction and outreach projects at the library.

Tasks and projects will include teaching or co-teaching library instruction sessions and workshops, assisting with conducting and analyzing results from focus groups, surveys, and educational assessments, helping to plan, coordinate, and execute outreach events, developing instruction materials for the web, and providing overall support to the team as needed. This position is ideal for someone interested in developing and growing their skills as an educator.

This position is for 10 hours a week, Monday-Friday between the hours of 9AM and 5PM. Work hours are flexible around class schedules and academic commitments.

## Requirements:

### Required qualifications:
- Currently enrolled as a graduate student here at Emory.
- An interest in teaching and pedagogy, including digital pedagogy
- Teaching, coaching, and/or presentation skills
- Ability to manage multiple work assignments and to work independently
- Strong time management and organizational skills
- Strong communication skills

### Preferred qualifications:
- Experience with classroom teaching, curriculum development, and/or instructional assessment
- Experience with outreach and marketing

## Interviewer Name:
**Sarah Morris**

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

## Form Submitted by:
**Sarah Morris**

**Date:** 8/12/19