

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Rose Library, Collection Services	
Position Title:	Processing Student	
Classification Level: 5	Hourly Rate: 11.50	Available openings: 1
Hours per week: 15/week		
Specific time periods required, if any: M-F: 9-5		
Work Schedule: M-F: 9-5		
Responsibilities/Duties: Under general direction, this position will assist in surveying and processing original manuscript, archival, and print collections held at Emory in preparation for storage in offsite facility. Tasks include surveying original materials, re-housing collections in archival-quality folders and boxes, updating and editing descriptive tools, and barcoding containers to provide access to the collections. This position may work with records of a confidential or sensitive nature and will be expected to handle these materials appropriately.		
Requirements: <ul style="list-style-type: none">➤ Graduate student with subject expertise in history, English language literature, or other humanities discipline required; background in primary source research helpful.➤ Good organizational skills.➤ Strong communication skills and ability to work effectively in a team environment.➤ Ability to work with appropriate independence following training.➤ Ability to adjust to changing assignments on short notice.➤ Ability to think analytically and to enjoy problem-solving.➤ Ability to perform assigned tasks with accuracy and attention to detail; ability to accept and follow established procedures and instructions.➤ Physical stamina and capacity to do work regularly requiring bending, reaching, pushing book trucks and occasional heavy lifting (boxes weighing about 40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, mold, old paper, and related allergens.➤ Ability to use EUCLID/DiscoverE and other research databases.➤ Familiarity with the Microsoft Office suite of programs, particularly Microsoft Word required.➤ Fluency in the English language required.➤ Legible handwriting required.		

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Interviewer Name:	Laura Starratt
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Form Submitted by: Laura Starratt	Date: 4/13/2016