## Student Job Description

<table>
<thead>
<tr>
<th>Job Title: Processing Assistant, Graduate</th>
<th>Pay Scale Level:</th>
<th>2</th>
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</thead>
<tbody>
<tr>
<td>Team/Unit: Arrangement and Description</td>
<td>Supervisor Name:</td>
<td>Sarah Quigley</td>
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<tr>
<td>Division: MARBL</td>
<td>Supervisor Title:</td>
<td>Manuscript Archivist</td>
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### Work Performed:
Under the direction of the Project Archivist, this position will assist in arranging and describing original manuscript collections held at Emory and selected for the National Historical Publications and Records Commission (NHPRC) funded project "Revealing Her Story: Documenting African American Women Intellectuals." The collections selected for this project include the personal papers of African American female writers, artists, composers, activists, scholars, including Pearl Cleage, Delilah Jackson, Samella Lewis, Almena Lomax, May Miller, Undine Smith Moore, Geneva Southall, Mildred Thompson and Sarah Wright. Tasks include organizing original materials, re-housing collections in archival-quality folders and boxes, conducting background research, and preparing descriptive tools 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.

### Qualifications:
--Graduate student with subject expertise in history, English language literature, art history, music, 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 35-40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, mold, old paper, and related allergens.
--Ability to use 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.

Submitted by: Sarah Quigley                  Date: 9/10/2013

This student job description has been reviewed and approved by the team and division/office leader.
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