# LIBRARY & IT

Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research, Engagement, and Scholarly Communications</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>FWS: RESC Student Assistant — Audio Cataloging Project</td>
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<tr>
<td>Classification Level:</td>
<td>SA3</td>
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<tr>
<td>Hourly Rate:</td>
<td>9.00</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
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<tr>
<td>Hours per week:</td>
<td>8-10</td>
</tr>
<tr>
<td>Specific time periods required:</td>
<td>Spring 2020</td>
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<tr>
<td>Work Schedule:</td>
<td>Flexible. 9am–5pm preferred</td>
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</tbody>
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## Responsibilities/Duties:
The holder of this position is mainly responsible for duties carried out in support of special projects currently underway in the Music and Media Library, working under the Music Librarian. Duties involve:

- Searching audio LPs using OCLC WorldCat and the Emory library catalog, working closely with library staff
- Basic spreadsheet management
- Care and cleaning of vinyl LPs
- Other duties as assigned; appropriate training will be provided

## Requirements:

- Ability to pay sustained attention to detail
- Ability to maintain productivity without close supervision
- Dependability in adhering to assigned schedule
- Fluency in computerized office tasks, including experience with spreadsheets
- Skill in written and verbal communication
- Skill in problem solving
- Experience in searching the library catalog
- Some lifting required (not more than 20 pounds)
- Knowledge of classical music (undergraduate coursework in music preferred)
- Basic working knowledge of German, Italian, or French languages preferred
- Enthusiasm for old audio recordings helpful, but not required

## Interviewer Name:

Peter Shirts, Music Librarian

## Contact Number and/or Email:

LITS-studentjobs@emory.edu

Form Submitted by: Peter Shirts

Date: 12/10/2018