# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research and Engagement Services</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Research and Engagement Services Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>3</td>
</tr>
<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>
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</tbody>
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Specific time periods required, if any:

**Work Schedule:** Mon.-Fri., 10 am – 6 pm. To be worked out with supervisor

## Responsibilities/Duties:

Works on various media collection-related projects, including catalog and database searches, marking and packing library materials, and basic spreadsheet management. Reports to the Film and Media Studies subject librarian. May also work with other subject librarians on projects as assigned.

## Requirements:

- Basic Proficiency with searching in library catalog
- Some lifting required (not more than 20 pounds)
- Basic Excel/spreadsheet skills
- Ability to work independently
- Good communication skills and follow-through with supervisor
- Sophomore/2nd year or higher
- Knowledge of film helpful but not required
- Work Study preferred

Interviewer Name: **Dr. James Steffen, Humanities Team Leader**

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

Form Submitted by: James Steffen Date: 08/26/2019