Complete this form, save and send as attachment to Library HR via email (eul-studentjobs@emory.edu) use ‘New Student Assistant’ in subject line.

### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research Services, MARBL</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Research Services Graduate Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>11.25</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-12</td>
</tr>
<tr>
<td>Specific time periods required, if any:</td>
<td>9am-5:30pm Mon-Fri</td>
</tr>
</tbody>
</table>

**Work Schedule:**

**Responsibilities/Duties:**
Under the supervision of the Research and Public Services Archivist, the Graduate Student Assistant will:
- Create and perform quality checks on metadata for digitized archival materials
- Assist in preparing original materials for exhibit
- Assist with researching and responding to reference questions from remote patrons
- Create and edit website content for the MARBL webpage; duties may include writing content for the MARBL blog and social media pages, collecting and posting blog content on a regular schedule, editing website content for consistent voice and tone
- Perform other duties as assigned

All training needed for web content and metadata entry will be provided.

**Requirements:**
- Ability to work independently after being provided training and direction
- Ability to perform duties with accuracy and dependability
- Ability to perform tasks with attention to detail
- Ability to maintain a 10-12 hour/week work schedule, with flexibility for class times
- Ability to accept and follow established procedures and instructions
- Fluency in the English language
- Physical stamina and capacity to do work requiring bending, occasional lifting (35-40 lbs.) and other activities. Work involves frequent exposure to dust, and related allergens

**Interviewer Name:** Sara Logue

**Contact Number and/or Email:** sara.logue@emory.edu

**Form Submitted by:** Sara Logue  **Date:** 8/23/13