# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Rose Library—Research Services</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Research Services student assistant</td>
</tr>
<tr>
<td>Classification Level</td>
<td>SA-2</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>$8.50</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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Specific time periods required, if any: Monday through Friday between the hours of 9-4.

Work Schedule: Prefer student to work in 2 hour blocks.

### Responsibilities/Duties:
- Retrieve and re-shelve manuscript materials and rare books.
- Complete low-resolution scanning orders requested by researchers.
- Perform related duties as required.

### Requirements:
- Familiarity with bizhubs, scanning equipment, and computers is helpful.
- Ability to perform assigned tasks with accuracy and dependability.
- Ability to perform repetitive tasks (such as scanning) with attention to detail.
- Ability to maintain a regular and consistent schedule; punctual.
- Ability to accept and follow established procedures and instructions.
- Ability to adjust to changing assignments on short notice.
- Fluency in the English language.
- Physical stamina and capacity to do work requiring much bending, occasional lifting (35-40 lbs.) and other strenuous activities. Work involves frequent exposure to dust, and related allergens.
- An interest or background in history, political science, literature or creative writing is helpful, but not required.

**Interviewer Name:** Kathy Shoemaker

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

**Form Submitted by:** Kathy Shoemaker  
**Date:** 8/11/17