## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>ILL/Reserves Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Reserves Student Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>SA3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>8.75</td>
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<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-15</td>
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<td>Specific time periods required, if any:</td>
<td>Monday through Friday, 9am to 5pm</td>
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<tr>
<td>Work Schedule:</td>
<td>3 hour minimum per shift.</td>
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### Responsibilities/Duties:
This position assists in the delivery of electronic and physical reserve services for the Woodruff Library during regular business hours (Mon-Fri-9am to 5pm) in the Music & Media Library. In the absence of staff, the position will also assist faculty with requests/problems/instruction at the Music & Media Circulation Desk, via email, and by telephone. Basic responsibilities include:

- processing incoming physical and electronic reserve requests
- retrieving library books and or articles needed for course reserves
- operating copier, scanner, and/or fax machine
- communicating with Course Reserves team about daily status of work
- providing customer service at the desk, via email, and by telephone
- resolving Course Reserves related customer service problems at Circulation Desk

### Requirements:
- experience with scanning hardware and software
- demonstrated ability to manage multiple work assignments
- attention to detail and time management skills
- ability to follow verbal and written instructions
- ability to work independently and efficiently
- ability to communicate and work effectively with all library users and staff
- responsible, personable, and dependable

Reserves Student Assistant will be asked to participate in as needed projects during the beginning and end of each semester. Customer service oriented, multimedia & computer skills set a plus.

### Interviewer Name:
Colin Bragg

### Contact Number and/or Email:
lits-studentjobs@emory.edu

### Form Submitted by:
Colin Bragg

### Date:
4/17/2015