## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Rose Library, Collection Services</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Rose Library Graduate Processing Assistant for the Sam Nunn papers</td>
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<tr>
<td>Classification Level</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>11.50</td>
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<tr>
<td>Available openings</td>
<td>2</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10 - 15</td>
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### Specific time periods required, if any:

**Work Schedule:** Between the hours of 9:00 AM and 5:00 PM, Monday-Friday

### Responsibilities/Duties:
Under the direction of the Project Archivist, this position will assist in arranging and describing the papers of former Senator Sam Nunn. Tasks include organizing original materials, re-housing collections in archival-quality folders and boxes, conducting background research, and preparing descriptive tools to provide access to the collection.

### Requirements:

- Bachelor's degree required. Graduate work in history, political science, or other humanities discipline is preferred.
- Preference for students who can commit to working for two years.
- Attention to detail
- Ability to work well independently
- Excellent communication skills, in writing and in person. Clear, legible handwriting is essential.
- Working knowledge of Microsoft Word / Excel and basic computer navigation skills.
- Must be able to lift up to 30 lbs and climb stools and step ladders to reach high shelves.
- Work involves frequent exposure to dust, mold, old paper, and related allergens.
- Fluency in English

**Interviewer Name:** Rebecca Sherman

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

**Form Submitted by:** Rebecca Sherman  
**Date:** 7/24/2019