**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Scholarly Communications Office</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Scholarly Communications Office Assistant</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>
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<tr>
<td>Hours per week:</td>
<td>10</td>
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**Specific time periods required:** Summer 2019 (with option to extend to Fall 2019-Spring 2020)

**Work Schedule:** At employee’s discretion during normal business hours (M-F, 8am-5pm)

**Responsibilities/Duties:**
The Scholarly Communications Office seeks a graduate student to assist with the maintenance of the Emory digital repository, OpenEmory, the Electronic Theses & Dissertations Repository, and the Emory research data repository, Dataverse. The student will assist in the creation of new repository records, review of faculty CVs, the clean up of existing repository records, and preparatory and planning work for the migration of records to a new repository system.

The student may be asked to assist with marketing activities, including creating/updating brochures and other promotional materials, event planning, and other clerical projects for the Scholarly Communications Office as needed.

**Requirements:**

**Qualifications (knowledge, skill and/or experience) Required:**
- Required: Basic computer skills, particularly web searching, Word and Excel
- Interest in publishing and/or copyright
- Interest in research data archiving and sharing
- Demonstrated ability to manage multiple work assignments
- Attention to detail and time management skills
- Ability to work independently and efficiently
- Responsible, personable, and dependable

**Interviewer Name:** Melanie T. Kowalski

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

**Form Submitted by:** Melanie T. Kowalski  
**Date:** 4/4/19