# Request for New Student Assistant

**Student Job Details**

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Stacks</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Science Commons Service Desk Assistant - Atwood Chemistry Center</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>SA3 - Step 1</td>
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<tr>
<td>Hourly Rate:</td>
<td>$9.00</td>
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<tr>
<td>Available openings:</td>
<td>4-6</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>Varies according to student's schedule</td>
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<td>Specific time periods required, if any:</td>
<td><strong>Fall Semester 2017</strong></td>
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<tr>
<td>Work Schedule:</td>
<td><strong>Multiple shifts throughout the day. Service Desk is open 9am - 5pm, Mon - Fri. Closed weekends.</strong></td>
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## Responsibilities/Duties:
- staff Science Commons Service Desk
- check out, check in, and renew library materials
- provide information to patrons in person and by phone
- shelve books and periodicals, maintain collection by shelf reading, shifting, etc.
- monitor and troubleshoot printer, self check & other equipment
- record hourly user counts
- develop thorough understanding of library policies, procedures, & general information
- other duties may be required as Science Commons needs evolve

## Requirements:
- must arrive on time and ready to work entire shift (time management skills are essential)
- good communication skills (English proficient written & verbal)
- strong customer service skills (attentive, patient, polite, & result oriented)
- physically able to lift, reach, push, squat
- must be responsible, personable, and dependable
- possess attention to detail (must be accurate and efficient)

**Interviewer Name:** Oliver Smith  
**Contact Number and/or Email:** Lits-studentjobs@emory.edu

**Form Submitted by:** Oliver Smith  
**Date:** 3/28/17