# Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>ECR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Serials/Bindery Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>4</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>9.50</td>
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<tr>
<td>Available openings:</td>
<td>3</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>8-12</td>
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</tbody>
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Specific time periods required, if any:

Work Schedule: Daytime **Mon. – Fri. between 8:00 AM -5:00 PM**

## Responsibilities/Duties:

- Gathering current periodical issues from the Matheson reading room and other General Libraries locations
- Processing material to and from the bindery using the on-line Advanced Binding Library Exchange (ABLE) database system.
- Using the on-line catalog system, Aleph, to create new serial item records.
- Open mail and check in serial issues in Aleph system
- Interpret data from Aleph bib records, item records, holdings statements, SFX records and other sources for various ECR projects

## Requirements:

- Self-motivation.
- Dependability.
- Ability to work with a high level of independence following training.
- Ability to perform assigned tasks with accuracy, attention to detail, and good judgment.
- Flexibility, ability to adjust to changing assignments on short notice.
- Physically capable of pulling, transporting (with book trucks) bound volumes.
- Ability to learn new multi-step tasks promptly and accurately

## Interviewer Name:

**Tracy Preyer, Kayleah Farist**

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

Form Submitted by: Tracy Preyer  
Date: 08/18/2017