# 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>Student Shifter</td>
</tr>
<tr>
<td>Classification Level</td>
<td>2</td>
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<tr>
<td>Available openings</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate</td>
<td>8.50</td>
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<tr>
<td>Hours per week</td>
<td>12 hours minimum</td>
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### Specific time periods required, if any:
8am – 6pm, hours of operation, Monday–Friday. No work on weekends; Saturday’s & Sunday’s.

Morning work shifts for 8am-1pm, Monday-Friday, will be given priority.

There is a minimum of two (2) positions open for 8am to 1pm.

### Work Schedule:
Two hours minimum work per work shift expected within the hours of operation.

## Responsibilities/Duties:
The Stacks Team is responsible for preserving the organizational integrity of Woodruff Library’s collection of books and periodicals. Our goal is to provide an accessible and well-maintained print collection for Emory students, staff, and faculty.

- Punctually arriving to and leaving from work at the scheduled, designated time
- Redistributing/Shifting books when certain areas of the stacks have become overcrowded
- Maintaining books in accurate call number order while shifting
- Measuring and compiling data on available space in the Stack Tower
- Performing designated duties of the Shelving Team when required

## Requirements:
- Ability to perform a significant amount of physical labor
- Excellent communication skills (in writing and in person)
- Working knowledge of Excel
- Attention to detail and good analytical skills
- Able to work in both a team environment and alone with minimal supervision
- Self-motivated
- Able to work the minimum length of a work shift: 2 hours

## Interviewer Name:
Jerrold Brantley

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

Form Submitted by: Jerrold Brantley
Date: 16 April 2019