

LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Stacks	
Position Title:	Stacks-worker - Shelver	
Classification Level: 2	Hourly Rate: \$8.25	Available openings: 20
Hours per week: 10+		
Specific time periods required, if any:		
Work Schedule: Flexible hours between 8am and 6pm Monday through Friday		
Responsibilities/Duties: The Stacks Team is responsible maintaining and providing access to the materials in the print collection. This includes making sure are in sequence, returned items are checked in and items are delivered and shelved. We collect data on our work and are committed improvement.		
Requirements: <ul style="list-style-type: none">• Attention to detail and good analytical skills• Adhering to a set work schedule• Ability to work independently and in a group• Excellent communication skills (in writing and in person)• Working knowledge of Excel• Attention to detail and good analytical skills		
Interviewer Name:	Patrick Buckley	
Contact Number and/or Email:	LITS-studentjobs@emory.edu	
Form Submitted by: Patrick Buckley		
Date: 5/16/2015		