# 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>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>8.25</td>
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<tr>
<td>Available openings:</td>
<td>4</td>
</tr>
<tr>
<td>Hours per week:</td>
<td><strong>12 minimum</strong></td>
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<tr>
<td>Specific time periods required, if any:</td>
<td><strong>8am – 6pm, hours of operation.</strong> Two persons minimum are needed for each work shift, 8am-1pm and 1pm-6pm.</td>
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<tr>
<td>Work Schedule:</td>
<td><strong>Two hour work shift within the hours of operation</strong></td>
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## 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 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
- Maintaining and compiling data for microforms maintenance
- Performing the 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: 14 April 2015

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LHR/Students/Form/Request for Student Assistant 6/2014