

# LIBRARY & IT

Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Stacks	
Position Title:	Student Shifter	
Classification Level: <b>2</b>	Hourly Rate: <b>8.50</b>	Available openings: <b>8</b>
Hours per week: <b>12 minimum</b>		
Specific time periods required, if any: <b>8am – 6pm, hours of operation. Four persons are needed for work shift, 8am-1pm; four persons needed for work shift, 1pm-6pm.</b>		
Work Schedule: <b>Two hours minimum work per work shift expected within the hours of operation.</b>		
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. <ul style="list-style-type: none"><li>• Punctually arriving to and leaving from work at the scheduled, designated time</li><li>• Redistributing books when certain areas of the stacks have become overcrowded</li><li>• Maintaining books in accurate call number order while shifting</li><li>• Measuring and compiling data on available space in the Stack Tower</li><li>• Maintaining and compiling data for microforms maintenance</li><li>• Performing the duties of the Shelving Team when required</li></ul>		
Requirements: <ul style="list-style-type: none"><li>• Ability to perform a significant amount of physical labor</li><li>• Excellent communication skills (in writing and in person)</li><li>• Working knowledge of Excel</li><li>• Attention to detail and good analytical skills</li><li>• Able to work in both a team environment and alone with minimal supervision</li><li>• Self-motivated</li><li>• Able to work the minimum length of a work shift: 2 hours</li></ul>		
Interviewer Name:	<b>Jerrold Brantley</b>	
Contact Number and/or Email:	<b>Lits-studentjobs@emory.edu</b>	
Form Submitted by: Jerrold Brantley		
Date: 24 April 2017		