# Request for New Student Assistant

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Music &amp; Media Library</th>
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</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Music &amp; Media Desk Supervisor</td>
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<tr>
<td>Classification Level:</td>
<td>SA5</td>
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<tr>
<td>Hourly Rate:</td>
<td>11.25</td>
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<td>Available openings:</td>
<td>2-4</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>20-40</td>
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<td>Specific time periods required, if any:</td>
<td>Summer Intersession with potential to continue into the next academic year</td>
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<tr>
<td>Work Schedule:</td>
<td>Mornings, afternoons, evenings, weekends</td>
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## Responsibilities/Duties:

- responsible for oversight and supervision of Music & Media Library circulation activities and general operations of the Library when permanent staff are not scheduled, including supervision of student assistants and responsibility for library security
- responsible for providing basic reference assistance—using online and print resources—and general assistance with Music & Media Library equipment and the collections
- responsible for monitoring and troubleshooting printers, copiers & other Music & Media Library equipment
- responsible for running the media equipment in the group viewing room
- responsible for training and supervising student workers to assist with Music & Media Library tasks
- responsible answering Music & Media Library telephone
- responsible for keeping Music & Media Library organized, orderly, and tidy

## Requirements:

- thorough understanding of the Emory library systems policies, procedures, & general information
- basic understanding of various library departments and their workflows, including Stacks, Cataloging, Reference, Course Reserves, ILL, etc.
- some knowledge or enthusiasm for film, music, or multi-media
- demonstrated ability to manage multiple work assignments
- attention to detail and time management skills
- ability to follow verbal and written instructions
- ability to work independently and efficiently
- ability to communicate and work effectively with all library users and staff and in a team environment
- flexibility and the ability to adjust to changing procedures and assignments on short notice
- must understand and adhere to strict code of confidentiality
- strong customer service and problem-solving skills
- responsible, personable, and dependable

## Interviewer Name:
Sarah Ward

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

## Form Submitted by:
Sarah Ward

## Date:
4/15/2015