Request for New Student Assistant

Team and/or Unit: Goizueta Business Library
Position Title: Student Assistant
Classification Level: 2
Hourly Rate: 8.50
Available openings: 1

Hours per week: 8-10
Specific time periods required, if any: Hours to be worked will be between 10AM and 6PM - no evenings and only occasional weekends
Work Schedule: 3-4 days during M-F

Responsibilities/Duties:
This position supports the Document Delivery and Library Course Reserves services provided to faculty of the Goizueta Business School.

This position will:
- Process materials for Library Course Reserve
- Access online databases to retrieve articles, retrieve books, and place InterLibrary Loans on behalf of the business school faculty
- Maintain business reference and career collections
- Maintain Business Kindles
- Maintain public space and new business and career book displays
- Make deliveries to the business school
- Be assigned projects as needed.

Requirements:
Must be detail-oriented, follow procedures, and be conscientious about quality work performance — self-starter, able to perform tasks with minimal supervision

There will be a high learning curve in following the Course Reserves procedures - must have an interest in learning processes and be responsibly in maintaining specific tasks.

Preference given to students continuing through Summer to Fall/Spring semesters (year-round availability).

Prefer ability to work during semester breaks.

Interviewer Name: Monique Martinez
Contact Number and/or Email: Lits-studentjobs@emory.edu

Form Submitted by: MM  Date: 8/24/2016