**Student Job Details**

**Team and/or Unit:** Interlibrary Loan  
**Position Title:** ILL Mail Room Student Assistant  
**Classification Level:** 2  
**Hourly Rate:** 8.50  
**Available openings:** 1  
**Hours per week:** 10-15

**Specific time periods required, if any:**

**Work Schedule:** 2-3 hours daily, between 9 A.M. and 5 P.M **(no weekends or late shifts)**

**Responsibilities/Duties:**
- Open incoming packages; sort items according to whether they belong to Borrowing or Lending sections
- Wrap outgoing material; sort according to whether domestic or international
- Update records in ILLiad; process Lending returned material; scan articles using ILLiad software; other duties as required

**Requirements:**
- Ability to pay close attention to detail
- Responsible attitude toward regular work schedule
- Flexibility
- Must be physically able to handle large heavy boxes

**Interviewer Name:** Kathy Britt-Rogers  
**Contact Number and/or Email:** lits-studentjobs@emory.edu

Form Submitted by: Kathy Britt-Rogers  
Date: 8/25/2016
LIBRARY & IT
Request for New Student Assistant