### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit</th>
<th>Copy Cataloging Services for Middle East and Islamic Studies</th>
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</thead>
<tbody>
<tr>
<td>Position Title</td>
<td>Fall Copy Cataloging Services Student Assistant for Middle East Materials</td>
</tr>
<tr>
<td>Classification Level</td>
<td>5</td>
</tr>
<tr>
<td>Hours per week</td>
<td>10 hrs.</td>
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<tr>
<td>Specific time periods required, if any:</td>
<td>Monday-Friday (Flexible)</td>
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<tr>
<td>Work Schedule</td>
<td>Flexible (primarily between 8:30am - 4:30pm) No weekend work.</td>
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**Responsibilities/Duties:**

The Student Assistant for Middle East and Islamic Materials will assist with backlog and incoming acquisitions from the Library of Congress and other vendors for the study of Middle East. This position will begin in October and continue until December with the possibility of extending into the 2018-2019 academic year. Duties include, but are not limited to:

1. Copy cataloging books in Arabic and Persian languages
2. Searching Connexion, the national database for appropriate bibliographic records.
3. Assisting with special projects as assigned.
4. Placing order for Arabic and Persian Titles
5. The Student Assistant also participates in other activities supporting the work of the subject librarian and/or Tech Services, as assigned.

**Requirements:**

1. Bachelor's Degree
2. Fluency in the Arabic language
3. Good knowledge in Persian language
4. Dependability, attention to detail, communication skills, and the abilities to learn new skills and how to flow instructions.
5. Ability to learn to use new software
6. Ability to lift moderately heavy objects and move heavily loaded book trucks.

**Interviewer Name:** Neda Zeraatkar

**Contact Number and/or Email:** LITS-studentjobs@emory.edu

**Form Submitted by:** Neda Zeraatkar | **Date:** 10/17/18