# Request for New Student Assistant

**Team and/or Unit:** Stacks  
**Position Title:** Student Shifter  
**Classification Level:** 2  
**Hourly Rate:** 8.25  
**Available openings:** 2  
**Hours per week:** 12  
**Specific time periods required, if any:** 8am – 6pm, hours of operation  
**Work Schedule:** Two hour work shift within the hours of operation  

**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.

- Punctually arriving to and leaving from work at the scheduled, designated time
- Redistributing books when certain areas of the stacks have become overcrowded
- Maintaining books in accurate call number order while shifting
- Measuring and compiling data on available space in the Stack Tower
- Maintaining and compiling data for microforms maintenance
- Performing the duties of the Shelving Team when required

**Requirements:**

- Ability to perform a significant amount of physical labor
- Excellent communication skills (in writing and in person)
- Working knowledge of Excel
- Attention to detail and good analytical skills
- Able to work in both a team environment and alone with minimal supervision
- Self-motivated
- Able to work the minimum length of a work shift: 2 hours

**Interviewer Name:** Jerrold Brantley  
**Contact Number and/or Email:** Lits-studentjobs@emory.edu  
**Form Submitted by:** Jerrold Brantley  
**Date:** 5 August 2014