# Request for New Student Assistant

Complete this form, save and send as attachment to Library HR via email ([eul-studentjobs@emory.edu](mailto:eul-studentjobs@emory.edu)) use ‘New Student Assistant’ in subject line.

## Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Stacks Team</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Transfers Assistant</td>
</tr>
<tr>
<td>Classification Level:</td>
<td>3</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$8.75</td>
</tr>
<tr>
<td>Available openings:</td>
<td>1-2</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-20</td>
</tr>
</tbody>
</table>

**Specific time periods required, if any:** Assistant must work at least 2 hours each day, Monday through Friday.

*Work Schedule:* Assistant must work in two-hour or more blocks between 9am and 6pm.

## Responsibilities/Duties:

The Stacks Team is responsible maintaining and providing access to the materials in the print collection. This includes making sure that the books are in sequence, returned items are checked in and items are delivered and shelved. We collect data on our work and are committed to continual improvement.

Unlike the other Stacks Team positions available, this position has more of a focus on processing materials to go to offsite storage as well as other quality assurance processes with less focus on general stacks maintenance, though assisting with the daily routine is also part of the job.

## Requirements:

- Attention to detail and good analytical skills
- Adhering to a set work schedule
- Ability to work independently and in a group
- Excellent communication skills (in writing and in person)
- Working knowledge of Excel

**Interviewer Name:** Lisa Hamlett

**Contact Number and/or Email:** lhamlet@emory.edu

**Form Submitted by:** Lisa Hamlett  
**Date:** 9/4/2013