

# Emory University Libraries

Request for New Student Assistant



EMORY  
LIBRARIES

Student Job Details		
Team and/or Unit:	Research, Engagement and Scholarly Communication (RESC)	
Position Title:	Collections Assistant	
Classification Level: <b>5</b>	Hourly Rate: <b>\$11.50</b>	Available openings: <b>1</b>
Hours per week: <b>10-12</b>		
Specific time periods required, if any: <b>9-6</b>		
Work Schedule: <b>M-F</b>		
<b>Responsibilities/Duties:</b>		
<p>Assist Head of Collection Management &amp; subject librarians on various projects, including catalog and database searches, copy cataloging, spreadsheet management, and other basic technical tasks.</p> <p>A key task this summer will be to assist with copy cataloging gift materials and assessment of catalog records for Materials for storage.</p> <p>Other tasks may be assigned as needed through the semester.</p> <p>Collection Management and other library staff will provide necessary training on tools for successful completion of the projects and tasks.</p> <p>Position may be extended through academic year, if candidate is successful and schedule allows.</p>		
<b>Requirements:</b>		
<ul style="list-style-type: none"><li>• Intermediate skill with Excel preferred</li><li>• Ability to work with high level of independence following training.</li><li>• Ability to complete complex searching, in both library systems and some external library specific tools (after training).</li><li>• Ability to perform assigned tasks with accuracy, attention to detail, and good judgment.</li><li>• Independent decision making</li><li>• Ability to work collaboratively with multiple units</li><li>• Ability to learn new multi-step tasks promptly and accurately.</li><li>• Flexibility, ability to adjust to changing assignments on short notice.</li></ul>		
Interviewer Name:	<b>Chris Palazzolo</b>	
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Form Submitted by: Chris Palazzolo and Kim Collins		
Date: April 29, 2022		