### Student Job Details

<table>
<thead>
<tr>
<th>Team and/or Unit:</th>
<th>Research, Engagement and Scholarly Communication (RESC)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Position Title:</td>
<td>Collections Assistant</td>
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<tr>
<td>Classification Level:</td>
<td>5</td>
</tr>
<tr>
<td>Hourly Rate:</td>
<td>$11.50</td>
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<tr>
<td>Available openings:</td>
<td>1</td>
</tr>
<tr>
<td>Hours per week:</td>
<td>10-12</td>
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<tr>
<td>Specific time periods required, if any:</td>
<td>9-6</td>
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<tr>
<td>Work Schedule:</td>
<td>M-F</td>
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### Responsibilities/Duties:

Assist Head of Collection Management & subject librarians on various projects, including catalog and database searches, copy cataloging, spreadsheet management, and other basic technical tasks.

A key task this summer will be to assist with copy cataloging gift materials and assessment of catalog records for Materials for storage.

Other tasks may be assigned as needed through the semester.

Collection Management and other library staff will provide necessary training on tools for successful completion of the projects and tasks.

Position may be extended through academic year, if candidate is successful and schedule allows.

### Requirements:

- Intermediate skill with Excel preferred
- Ability to work with high level of independence following training.
- Ability to complete complex searching, in both library systems and some external library specific tools (after training).
- Ability to perform assigned tasks with accuracy, attention to detail, and good judgment.
- Independent decision making
- Ability to work collaboratively with multiple units
- Ability to learn new multi-step tasks promptly and accurately.
- Flexibility, ability to adjust to changing assignments on short notice.

### Interviewer Name:

**Chris Palazzolo**

### Contact Number and/or Email:

LIB-studentjobs@emory.edu

### Form Submitted by:

Chris Palazzolo and Kim Collins

Date: April 29, 2022