

Emory University Libraries

Request for New Student Assistant



Student Job Details			
Team and/or Unit:	RESC		
Position Title:	Middle East and Islamic Studies Student Assistant		
Classification Level: 5	Hourly Rate: \$11.50	Available openings: 1	
Hours per week: 10-20			
Specific time periods required:			
Work Schedule: Monday-Friday (Flexible)			
Responsibilities/Duties:			
<p>The Student Assistant for Middle Eastern Materials will assist with backlog and incoming acquisitions. Duties include, but are not limited to:</p> <ol style="list-style-type: none">1. Cataloging new acquisitions in both English and foreign languages in Alma (ILS) while adhering to standard cataloging rules and protocols.2. Searching Connexion, the national database for appropriate bibliographic records.3. Preparing acquisitions to be sent for marking and/or repair.4. Assisting with special projects as assigned.5. The Student Assistant also participates in other activities supporting the work of the subject librarian and/or Tech Services, as assigned.			
Requirements:			
<ol style="list-style-type: none">1. Reading knowledge of Arabic.2. Dependability, attention to detail, communication skills, critical thinking, and the abilities to learn new skills and to follow instructions.3. Computer skills, ability to type accurately and to use and learn a variety of Library (e.g. Alma) software.4. Ability to work well independently.			
Interviewer Name:	Neda Zeraatkar		
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Form Submitted by: Neda Zeraatkar		Date: 07/14/2022	