

# Emory University Libraries

Request for New Student Assistant



<b>Student Job Details</b>			
Team and/or Unit:	International Area Studies		
Position Title:	Student Assistant for Korean Materials		
Classification Level: 4	Hourly Rate: 9.50	Available openings: 1	
Hours per week: 10			
Specific time periods required:			
Work Schedule: between 9:30-4:00 Tuesday and Thursday, at student's discretion			
<b><u>Responsibilities/Duties:</u></b> Selecting monographic works in Korean in cooperation with the Japanese Studies Librarian Placing orders for Korean language titles Receiving incoming shipments of Korean materials Copy and some original cataloging of Korean materials			
<b><u>Requirements:</u></b> Fluency in Korean language Willingness to work with North Korean publications Proficiency with Microsoft Windows and web browsers Ability to learn to use new software Good communication skills; willingness to ask questions Ability to adhere to a consistent work schedule			
Interviewer Name:	Lawrence Hamblin		
Contact Email:	<a href="mailto:lib-studentjobs@emory.edu">lib-studentjobs@emory.edu</a>		
Form Submitted by: Lawrence Hamblin	Date: November 3, 2022		