

Emory University Libraries

Request for New Student Assistant



EMORY
LIBRARIES

Student Job Details			
Team and/or Unit:	ILL/Reserves Team		
Position Title:	Reserves Student Assistant		
Classification Level: SA3	Hourly Rate: 12.25	Available openings: 1	
Hours per week: 10-15			
Specific time periods required: Monday through Friday, 9am to 5pm			
Work Schedule: 3-hours minimum per shift.			
<u>Responsibilities/Duties:</u> This position assists in the delivery of electronic and physical reserve services for the Woodruff Library during regular business hours (Mon-Fri 9am to 5pm). In the absence of staff, the position will also assist faculty with requests/problems/instruction in person, via email, and by telephone. Basic responsibilities include: <ul style="list-style-type: none">• Processing incoming physical and electronic reserve requests• Retrieving library books and or articles needed for Course Reserves• Operating copier, scanner, and/or fax machine• Communicating with Course Reserves team about daily status of work• Providing customer service in person, via email, and by telephone• Resolving Course Reserves related customer service problems			
<u>Requirements:</u> <ul style="list-style-type: none">• Experience with scanning hardware and software• Demonstrated ability to manage multiple work assignments• Attention to detail and time management skills• Ability to follow verbal and written instructions• Ability to work independently and efficiently• Ability to communicate and work effectively with all library users and staff• Responsible, personable, and dependable <p>The Reserves Student Assistant will be asked to participate in as-needed projects throughout the semester, in both Reserves and ILL departments. Customer service oriented, multimedia & computer skills set a plus.</p>			
Interviewer Name:	Jessica Perlove		
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Form Submitted by: Jessica Perlove		Date: 2/27/2023	