

Student Job Details			
Team and/or Unit:	Stacks & Science		
Position Title:	Stacks Student Assistant		
Classification Level: 2	Hourly Rate: \$ 12.00	Available openings:	
Hours per week: 10+			
Specific time periods required:			
<b>Work Schedule:</b> Flexible hours between 8am and 5pm, Monday through Friday			
<p><b><u>Responsibilities/Duties:</u></b></p> <p>The Stacks Team is responsible for maintaining and providing access to the materials in the print collection. This includes making sure that the books are in sequence, returned items are checked in, and items are delivered and shelved. We collect data on our work and are committed to continual improvement.</p>			
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Attention to detail and good analytical skills</li> <li>• Adhering to a set work schedule</li> <li>• Ability to work independently and in a group</li> <li>• Excellent communication skills (in writing and in person)</li> <li>• Working knowledge of Excel</li> <li>• Summer availability preferred, but not required</li> </ul>			
Interviewer Name:	Augustine Hart		
Contact Email:	LIB-sudentjobs@emory.edu		
Form Submitted by: Augustine Hart			Date: 4-18-23