

LIBRARY & IT

Request for New Student Assistant



Complete this form, save and send as an attachment to LITS HR via email (lits-studentjobs@emory.edu) use 'New Student Assistant' in subject line.

Student Job Details			
Team and/or Unit:	Research Services, Rose Library		
Position Title:	Graduate Instruction Assistant		
Classification Level: Level 5	Hourly Rate: \$13.00	Available openings: 1	
Hours per week: 10-12			
Specific time periods required, if any: Monday – Friday, 9 AM – 5 PM			
Work Schedule: Flexible			
Responsibilities/Duties:			
Under the supervision of the Instruction Archivist, the Graduate Instruction Assistant will:			
<ul style="list-style-type: none">• Assist with the teaching, planning, and preparation of archives session for undergraduate courses based on course syllabi and other requests from instructors.• Interact with instructors at Emory and other area institutions to schedule archives sessions, determine goals and outcomes for the sessions.• Supervise and enforce Rose Library policies and procedures related to security and care and handling of special collections materials.• Assist with other special projects as assigned.			
Requirements:			
<ul style="list-style-type: none">• Ability to perform tasks with accuracy and dependability.• Ability to perform tasks (such as retrieving and reshelving special collections material) with attention to details.• Ability to speak comfortably in front of groups of people.• Ability to work effectively in a team environment.• Fluency in the English language.• Subject knowledge in one or more of Rose Library's collecting areas—especially American literature and history, African American literature and history, and Poetry.			

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- Physical stamina and capacity to do work requiring bending, occasional lifting (35-40 lbs.). Work involves frequent exposure to dust and related allergens.

Interviewer Name:

Shanna Early

Contact Number and/or Email:

7-6920, shanna.early@emory.edu

Form Submitted by: Shanna Early

Date: 6/2/2018