

Emory University Libraries

Request for New Student Assistant



Complete this form, save and send as an attachment to EUL HR via email to lib-studentjobs@emory.edu. Use 'New Student Assistant' in the subject line.

Student Job Details		
Team and/or Unit:	African American Collections	
Position Title:	African American Collections graduate student assistant	
Classification Level: Student Assistant	Hourly Rate: 15.50	Available openings: 1
Hours per week: 10		
Specific time periods required:		
Work Schedule: 9:00am-4:00pm Monday through Fridays only		
Responsibilities/Duties:		
<ul style="list-style-type: none"> ▪ Assists with implementing activities (such as show and tells of collection items) with undergraduates and faculty. ▪ Performs general research of collections held in Rose Library's archive, both analog and digital for researchers' inquiries. ▪ Provide tours to visiting individuals/groups with interests in African American Collections. ▪ Write blog posts for Rose Library. ▪ Be actively present for African American Collections team meetings. ▪ Answer telephone calls and give basic information about Rose Library and African American Collections. ▪ Assist with collection pickups and/or donor visits when possible. ▪ Performs other duties as assigned. 		
Requirements:		
<ul style="list-style-type: none"> • Ability to perform assigned tasks with accuracy and dependability. • Ability to perform repetitive tasks (such as researching and answering telephone calls) with attention to detail. • Able to maintain a regular and consistent schedule; and be punctual. • Ability to accept and follow established procedures and instructions. • Ability to adjust to changing assignments on short notice. • Excellent communication skills, in writing and in person. Clear and legible handwriting is helpful. • Physical stamina and capacity to do work requiring much bending, occasional lifting (30-40 lbs.) and other strenuous activities. Work may involve exposure to dust, and related <i>allergens</i>. • An interest or background in African American Studies, history, political science, or literature is 		

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helpful, but not required.

Interviewer's Name:	N'Kosi Oates, Ph.D.	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by:	N'Kosi Oates, Ph.D.	Date: 1/29/2025