

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:	Preservation Office/Conservation Unit	
Position Title:	Conservation Student Assistant	
Classification Level: Student Assistant	Hourly Rate: 15.50	Available openings: 1
Hours per week: 10+		
Specific time periods required:		
Work Schedule: Monday – Friday; 10:00a – 5:00p		
Responsibilities/Duties:		
<p>The Conservation Student Assistant will learn and carry out repair and conservation treatments on book and paper materials held by all of Emory Libraries. Treatments include paper mending, replacing spines and endpapers, constructing new cases, and various other types of routine repair. He/she may also make custom fit protective enclosures for rare and special collections materials and participate in recovery of wet or damaged materials in the event of a disaster.</p> <p>No experience required.</p>		
Requirements:		
<p>High level of manual dexterity required, as well as good hand/eye coordination. Techniques require using small hand tools and some large equipment. Attention to detail and the ability to work independently are crucial.</p>		
Interviewer's Name:	Ephranette Brown	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Ephranette Brown		
		Date: 1/2/2025