

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"> • Assist with implementing activities (such as show and tells of collection items) with undergraduates and faculty. • Perform general research of collections held in Rose Library's archive, both analog and digital for researchers' inquiries. • Provide tours to visitors 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. • Assistant with collection pickups and/or donor visits when possible. • Perform 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 (researching, 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 allergens. • An interest or background in African American history, political science, or literature is helpful. 		
Interviewer's Name:		
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by:		
Form Submitted by:		Date:

Emory is an equal opportunity employer, and qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, disability, protected veteran status or other characteristics protected by state or federal law.