

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:	Media Preservation	
Position Title:	Captioning Project Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 2
Hours per week: Up to 10 hours/week		
Specific time periods required: Mon-Fri 8:30am – 5:30pm		
Work Schedule: Flexible within hours listed; prefer student to work shifts of a least 2-4 hours at a time.		
Responsibilities/Duties:		
<p>The Media Preservation team seeks Project Assistants to join our team and work on editing and preparing captioning and transcriptions for audio and video special collections. Project Assistants will work with digitized materials from collections across the library, working toward increased accessibility of content as part of a team.</p> <p>Primary duties include editing transcriptions of audio and video recordings to produce accurate transcriptions and captioning.</p>		
Requirements:		
<p>Ability to work independently and as part of a team. Fluency in the English language (additional languages are beneficial). Strong networking, communication, writing, and editing skills. Aptitude for detail-oriented work. Interest in and appreciation for storytelling. Basic familiarity with Mac and/or Windows environments. (preferred) Knowledge of subject areas including medicine; biology; theology; U.S. history, politics, or popular culture. (preferred) Experience working with materials requiring confidentiality.</p>		
Interviewer's Name:	Nina Rao and/or Simon O'Riordan	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by:	Simon O'Riordan	Date: 3/10/25

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.