

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:	Library Service Desk – Access Services	
Position Title:	Library Service Desk Student Assistant	
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 4 - 8
Hours per week: Up to 40		
Specific time periods required: Monday - Sunday		
Work Schedule: Monday - Friday 8am - 6pm, Saturday 10am – 6pm, Sunday 11am – 6pm		
Responsibilities/Duties:		
<p>Assist patrons with checkouts, renewals, account inquiries, and requests (recalls, ILL, missing items). Provide basic policy information on loans and privileges. Help locate missing items using Alma and maintain Course Reserves, Equipment, and holds. Keep the desk area organized and track activity via Desk Tracker.</p> <p>Learning Commons: Support patrons with library computers, laptops, printers, microform readers, and scanning/copying. Monitor and restock office supplies and printer materials. Clean equipment regularly.</p> <p>Reference Assistance: Guide patrons in using Library Search, databases, eJournals, and research tools. Help locate books, articles, and government documents. Assist with obtaining materials outside Emory (WorldCat, ILL). Refer complex inquiries to supervisors or subject librarians. Provide directional and general university information.</p> <p>Student Assistants ensure smooth library operations while offering essential research and technical support.</p>		
Requirements:		
<ul style="list-style-type: none"> • Excellent customer service skills, including assisting patrons with research, technology, and circulation services • Strong problem-solving skills for troubleshooting library resources, equipment, and patron inquiries • Ability to work collaboratively as part of a team in a service-oriented environment • Strong work ethic and attention to detail for maintaining library collections and desk organization • Effective verbal and written communication skills for assisting patrons and documenting desk activity • Basic proficiency in Microsoft Office and willingness to learn library systems (e.g., Alma, Desk Tracker) • Comfort with learning and using new technologies, including printers, scanners, and microform readers • Dependability—must adhere to the assigned work schedule and follow library policies 		

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Interviewer's Name:	Kandace Clifton	
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kandace Clifton	Date: 03/27/25	

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.