

# 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](mailto:lib-studentjobs@emory.edu). Use 'New Student Assistant' in the subject line.

Student Job Details		
Team and/or Unit:	Rose Library, Collection Services	
Position Title:	Graduate Processing Assistant	
Classification Level: Student Specialist	Hourly Rate: 18.50	Available openings: 1
Hours per week: 10-12		
Specific time periods required: n/a		
Work Schedule: Between the hours of 9:00 am and 4:00 pm, Tuesday-Friday		
<p><b><u>Responsibilities/Duties:</u></b></p> <p>Under the direction of the collections processing archivist, this position will work independently or with little supervision to assist in arranging and describing original manuscript collections held at Emory.</p> <p>After specialized training, the student will be responsible for decision-making in collection analysis, organization of original materials, and re-housing collections in archival-quality folders and boxes. The student will use advanced research skills to develop background description on a variety of subjects and topics related to collections. They will also create descriptive tools, such as finding aids to provide access to collections.</p> <p><b>This position begins May 19, 2025</b></p>		
<p><b><u>Requirements:</u></b></p> <ul style="list-style-type: none"> <li>• Bachelor's degree required. Graduate work in African American history, art history, or other humanities discipline is preferred.</li> <li>• Attention to detail</li> <li>• Ability to work well independently</li> <li>• Excellent communication skills, in writing and in person. Clear, legible handwriting is essential.</li> <li>• Working knowledge of Microsoft Word / Excel and basic computer navigation skills.</li> <li>• Work involves frequent exposure to dust, mold, old paper, and related allergens, as well as frequent lifting. Rose Library will provide physical accommodations, if requested.</li> </ul> <p>Fluency in English</p>		
Interviewer's Name:	Leah Lefkowitz	
Contact Email:	<b><a href="mailto:LIB-studentjobs@emory.edu">LIB-studentjobs@emory.edu</a></b>	
Form Submitted by:	Leah Lefkowitz	Date: March 24, 2025

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.