

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:	Human Resources		
Position Title:	HR Student Assistant		
Classification Level: Student Assistant	Hourly Rate: \$15.50	Available openings: 1	
Hours per week: 5			
Specific time periods required: Tues, Wed, Thurs 8:30am-4:30pm			
Work Schedule: Flexible within the hours listed.			
<u>Responsibilities/Duties:</u> <ul style="list-style-type: none"> • Provide administrative support for the EUL HR team • Greets and assists Emory staff, students, and visitors • Creates and maintains database and electronic filing system • Maintains student employment files • Acknowledges receipt of student applications and forwards to the appropriate student supervisor • Assists with posting student employment jobs on the library's employment page • Other duties as assigned 			
<u>Requirements:</u> <ul style="list-style-type: none"> • Good organizational skills, dependability, ability to handle confidential information • Ability to work with appropriate independence following training • Ability to perform assigned tasks with accuracy and attention to detail • Flexibility to adjust to changing assignments on short notice • Intermediate knowledge of the MS Office suite programs (access, excel, word) • Must be able to use basic office equipment (photocopier, scanner, etc.) 			
Interviewer's Name:	HR Office		
Contact Email:	LIB-studentjobs@emory.edu		
Form Submitted by: H. Davis		Date: 4/16/25	

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.