

Circulation Student Assistant

Description

Circulation student assistants staff the library's circulation desk, assist library patrons with borrowing library materials, sort and shelve library books and materials, search for missing books, maintain the library's books stacks, and perform other library duties as assigned by supervisors. Student assistants will gain a good understanding of library operations while working in one of the country's premier theological libraries, and will also be able to hone good work habits that will translate to their future professions.

Schedule: Student assistants work 8-10 hours per week. The circulation department operates on a recurring weekly schedule (classes are taken into consideration during scheduling), and student assistants are required to be punctual for their shifts in order to ensure coverage of the service desk. All new student assistants will work at least one evening or weekend shift per week, based on availability. To view the library's hours, please go to pitts.emory.edu/hours.

Qualifications:

- Excellent communication and customer service skills
- Excellent attention to detail
- Dependable and able to stick to a schedule
- Able to work independently