

# Emory University Libraries

## Request for New Student Assistant



Student Job Details		
Team and/or Unit:	Library Technology and Digital Strategies	
Position Title:	Digital Collections Graduate Assistant	
Classification Level: 5	Hourly Rate: \$13.50	Available openings: 1
Hours per week: 20		
<p><b>Specific time periods required:</b> For the first several months, all or most of the student's hours should be scheduled between 8:30 a.m. and 5:30 p.m. After the student is able to work more independently, their schedule may become more flexible.</p> <p>This position is expected to begin in January 2023. Compensation for this position is hourly only, no tuition remission is included.</p>		
<b>Work Schedule:</b> TBD		
<p><b>Responsibilities/Duties:</b></p> <ul style="list-style-type: none"> <li>• Preparing digital collections material and metadata for ingest, including manipulation and transformation of comma-separated values (CSV) files to align with library standards</li> <li>• Running and monitoring ingests of content into Emory Digital Collections</li> <li>• Indexing ingested files</li> <li>• Performing quality-control reviews of ingested content</li> <li>• Organizing, renaming, or reformatting digital files to prepare for ingest</li> </ul>		
<p><b>Requirements:</b></p> <ul style="list-style-type: none"> <li>• Current Emory graduate student.</li> <li>• Ability to pay close attention to detail.</li> <li>• Comfortability with learning new technologies.</li> <li>• Ability to work independently and with limited supervision.</li> <li>• Willingness to ask questions when instructions are unclear.</li> </ul>		
Interviewer's Name:		
Contact Email:	LIB-studentjobs@emory.edu	
Form Submitted by: Kathryn Michaelis		Date: 12/7/22