# Emory University Libraries

## Request for New Student Assistant

<table>
<thead>
<tr>
<th><strong>Student Job Details</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Team and/or Unit:</strong></td>
</tr>
<tr>
<td><strong>Position Title:</strong></td>
</tr>
<tr>
<td><strong>Classification Level:</strong></td>
</tr>
<tr>
<td><strong>Hourly Rate:</strong></td>
</tr>
<tr>
<td><strong>Available openings:</strong></td>
</tr>
<tr>
<td><strong>Hours per week:</strong></td>
</tr>
</tbody>
</table>

**Specific time periods required:** 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.

This position is expected to begin in January 2023. Compensation for this position is hourly only, no tuition remission is included.

**Work Schedule:** TBD

**Responsibilities/Duties:**

- Preparing digital collections material and metadata for ingest, including manipulation and transformation of comma-separated values (CSV) files to align with library standards
- Running and monitoring ingests of content into Emory Digital Collections
- Indexing ingested files
- Performing quality-control reviews of ingested content
- Organizing, renaming, or reformatting digital files to prepare for ingest

**Requirements:**

- Current Emory graduate student.
- Ability to pay close attention to detail.
- Comfortability with learning new technologies.
- Ability to work independently and with limited supervision.
- Willingness to ask questions when instructions are unclear.

**Interviewer’s Name:**

**Contact Email:** LIB-studentjobs@emory.edu

**Form Submitted by:** Kathryn Michaelis  
**Date:** 12/7/22