

**Georgetown University Law Center  
Edward Bennett Williams Library  
111 G St. NW  
Washington, DC 20001**

**Collection Maintenance Unit, Serials Department  
Student Assistant Job Description**

Student assistants file looseleaf supplementation, insert pocket parts, and help keep the library's collection of over 35,000 active serial subscriptions up-to-date. The currency of the collection is vital to successful legal research. Because students work in all areas of the collection and handle many types of materials, they gain an in-depth knowledge of the Library and its collections.

Responsibilities

1. File looseleaf pages, supplements, and pocket parts in appropriate volumes as directed by supervisor.
2. Assist in the collection maintenance of the Faculty Reading Room and the Clinic Library.
3. Other duties as assigned.

Requirements

Students must be detail oriented and have good work habits. The ability to discover problems with materials and report them to the supervisor is crucial. After an initial training period work hours may be scheduled any time the library is open, including evenings and weekends. Prior library or filing experience is helpful, but not required.

Supervisor: Doris Mitchell-Henry  
Phone: 662-9672