

One Washington Square - San José, CA 95192-0028

To apply for this position please fill out this [Student Assistant Job Application](#) and along with your resume (optional) email adriana.poo@sjsu.edu with the Position Title-Reporting Unit-Reporting Dept in the email's subject heading line.

Position Title: Affordable Learning Solutions Student Ambassador

Reporting Unit: Academic Services

Reporting Dept: Academic Services

Reports To: Affordable Learning Solutions Co-Coordinators

ESSENTIAL DUTIES AND RESPONSIBILITIES

- engaging in frequent written and verbal communication with Faculty and Students
- answering questions and referring questions to appropriate personnel
- responding to inquiries
- assisting faculty with searching for open educational Resources
- occasional clerical duties
- performing other duties as assigned

Equipment and Machine used:

PC, laptop, iPad, camera, video camera, scanner, copy machine,

Software and Databases:

Scholar Works, SharePoint, Interlibrary Loan, Microsoft Office Suite, Photoshop, Gmail

QUALIFICATIONS

The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience

- **Student assistant hire** must be a matriculated SJSU student enrolled in at least 6 undergraduate units with research experience or enrolled in 4 graduate units with research experience; or
- **International student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units with research experience, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester with research experience; or 9 graduate units (full-time) at SJSU with research experience; or
- **Work study student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units with research experience or at least 8 graduate units with research experience.

2. Knowledge, Skills, Abilities required

- Familiarity with personal computers
- strong interpersonal skills
- leadership qualities
- a genuine interest in meeting new people
- a sense of school spirit and pride
- enthusiasm and motivation
- adaptability

- respect
- outgoing, friendly, and communicative
- eagerness to learn
- Working knowledge of English grammar, spelling and punctuation
- Ability to work independently with general supervision
- Maintain regular attendance and schedule

PHYSICAL REQUIREMENTS

The requirements listed below include physical abilities required to complete essential duties

- Able to sit at a computer terminal for extended periods of time.

WORK SCHEDULE: 12-15 HOURS PER WEEK DURING SEMESTER AND SUMMER

Monday:	8:00am – 5:00pm
Tuesday:	8:00am – 5:00pm
Wednesday:	8:00am – 5:00pm
Thursday:	8:00am – 5:00pm
Friday:	8:00am – 5:00pm
Saturday:	n/a
Sunday:	n/a

Desired Class Level: Frosh X Soph X Jr. _Sr. X Grad Student MAJOR: Open

SALARY RATE LEVEL: X2 _3 _4 SALARY RANGE: Expected starting pay at \$10.50/hr.