



STUDENT ASSISTANT POSITION DESCRIPTION

UNIVERSITY LIBRARY

One Washington Square ■ San José, CA 95192-0028

To apply for this position please fill out the **Student Assistant Job Application**

<http://library.sjsu.edu/employment/student-assistant-job> and along with your resume (optional), email to library-StudentApps-group@sjsu.edu with the Position Title/Reporting Unit/Reporting Dept in the email's subject heading line.

Position Title: Meeting Room Set up Student Assistant PART TIME (August 4 – August 11 ONLY)

Reporting Unit: Administration

Reporting Dept: Business/Facilities

Reports To: Meeting Room Events Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Setting up and breaking down the 2nd floor conference rooms on a daily basis
- Setting up and breaking down the 5th floor conference rooms on an as needed basis.
- Making sure the proper number of chairs is in each room.
- Responsible for reporting stains on carpets or marks on walls to supervisor and/or FD&O.
- Cleaning and maintaining the conference rooms (wiping down tables and chairs.)
- Contacting FD&O if trash cans need to be emptied.
- Responsible for working with exhibitors in the set up and installation of exhibit panels and wire hanging supports, as well as the take down of library exhibits as needed.
- Moving display cases when needed.
- Working closely with the Meeting Room Coordinators getting his or her assignments from them on the conference room arrangements for the next day.
- Posting meeting room signs and lobby posters.
- There may be a need to come in during the day for a mid-day set up now and then.
- Responsible to monthly inventory of tables and chairs in meeting rooms and 2nd floor closet area.
- Assist with Exhibit set ups and take downs on an as needed basis.

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 or 4 graduate units; or
- International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or 9 graduate units (full-time) at SJSU.
- Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.
- Working experience in business field is preferable.

2. Knowledge, Skills, Abilities required

- Attention to details
- Ability to work independently with minimal supervision
- Working knowledge of the general practices associated with library office administration.
- Ability to take initiative and independently plan, organize, coordinate, and perform work in various situations where numerous and diverse demands are involved.
- Strong oral communication skills. Must possess excellent customer service and public relations skills.
- Understand verbal and written directions
- Must be reliable (able to come in on a daily basis and during emergency calls)

PHYSICAL REQUIREMENTS:

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)

- Must be able to lift up to 25 lbs and transport materials with the use of dolly.
- Must be able to climb a 6-7 foot ladder

WORK SCHEDULE:

Monday:	6:30 PM-8:00 PM
Tuesday:	6:30 PM-8:00 PM
Wednesday:	6:30 PM-8:00 PM
Thursday:	6:30 PM-8:00 PM
Friday:	6:30 PM-8:00 PM
Saturday:	
Sunday:	5:30 PM-8:00 PM

Desired Class Level: Frsh Soph Jr. Sr. Grad Student

MAJOR: Open **Salary:** \$12.00 per hour