



# 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 (found at <http://library.sjsu.edu/employment/student-assistant-jobs>) and email to: [Library-studentapps-group@sjsu.edu](mailto:Library-studentapps-group@sjsu.edu) ... include the Position Title, Reporting Unit & Reporting Dept (below) in the email's subject line.

**Position Title:** Stockroom Assistant

**Reporting Unit:** Administration

**Reporting Dept:** Business/Facilities

**Reports To:** Facilities Specialist

## ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following:

- Assists Library Facilities and Purchasing Coordinator in the procurement of equipment and supplies for the Library Stockroom
- Receives Stockroom supply orders
- Verifies receipt, return, or damage to orders received
- Distributes Stockroom supply orders to Library Employees
- Assists in resolving problems with Library Stockroom Order Requests
- Generates and updates Stockroom, Petty Cash, Printing and Graphics, and Procurement Card spreadsheets
- Justifies Procurement Card statements
- Makes deposits at and picks up petty cash from Bursar's Office
- Processes all Printing and Graphic orders and distributes to Library Employees
- Provides excellent customer service to Library Employees throughout the Stockroom processes
- Organizes and restocks supplies in Administration department
- When required, assists Library Facilities and Purchasing Coordinator in miscellaneous projects such as signage, measurement, run PO reports, etc.
- Keeps record of & prepares reimbursement requests for expenses related to City of SJ/University Share Contract Agreement
- Cross-trains with Purchasing Assistant's duties/tasks

## QUALIFICATIONS

### 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.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

**KNOWLEDGE, SKILLS, AND ABILITIES:**

- a. Working knowledge of English grammar, business writing, punctuation, and spelling.
- b. Ability to assist Library Facilities and Purchasing Coordinator in preparing reports.
- c. Working knowledge of software applications: word processing, spreadsheets, and database management.
- d. Ability to perform accurately in a detail-oriented environment.
- e. Ability to maintain confidentiality and appropriately handle sensitive communication.
- f. Strong oral and written communication skills.
- g. Abilities to learn policies and procedures.
- h. Ability to conduct themselves professionally in manner and appearance.
- i. Willingness to “go the extra mile” to ensure customer satisfaction.
- j. Ability to move boxes when necessary.

**PHYSICAL REQUIREMENTS**

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)  
This position may be required to work at a computer terminal for long periods of time.  
This position may be required to move boxes that weigh 15 – 25 pounds.

**WORK SCHEDULE:**

Monday:	8am – 7pm
Tuesday:	8am – 7pm
Wednesday:	8am – 7pm
Thursday:	8am – 7pm
Friday:	8am – 7pm
Saturday:	Occasionally
Sunday:	Occasionally

**Desired Class Level:** Frosh Soph Jr. Sr. Grad Student      **MAJOR:** Open

**SALARY RATE LEVEL:** 2 3 4      **INITIAL HIRING RANGE:** \$10.50 to \$11.80