To apply for this position please fill out the Student Assistant Job Application and email to library-studentapps-group@sjsu.edu with the Position Title-Reporting Unit-Reporting Dept in the email’s subject heading line.

Position Title: CSU+ Student Assistant

Reporting Unit: CSU+

Reporting Dept: Document Delivery Services

Reports To: Material Access Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

• Search for books throughout the entire library, scan and process them, and finally shelve them correctly in mailing room to send out to other CSU+ libraries.
• Scan and process incoming books for SJSU patrons and then shelve them onto the University Holds pickup shelf to wait for patron pick up.
• Processing daily incoming and outgoing Courier book transport shipments.
• Process CSU+ returns to be sent back to other CSU+ libraries.
• Check in books that have been returned to us that were borrowed by other CSU+ institutions.

QUALIFICATIONS

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

• Attention to detail
• Ability to read and understand English.
• Familiarity with computers is required – ability to quickly learn computer processing of books.
• Punctuality and dependability

PHYSICAL REQUIREMENTS

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

• Ability to search and pull books from shelves of differing heights.
• Ability to lift at least 20 lbs of books at a time
• Pushing and pulling large Courier bins and trucks; lifting up to 30 lbs bags
• Moving book trucks that are filled with books
• Ability to distinguish call numbers on spines of books.

WORK SCHEDULE:

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
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</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Tuesday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Wednesday</td>
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<td>Friday</td>
<td>Anytime from 8AM-5PM</td>
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</tr>
<tr>
<td>Sunday</td>
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</tr>
</tbody>
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INITIAL HIRING RANGE: $13.50 per hour