



INTERLIBRARY LOAN (ILL) STUDENT ASSISTANT POSITION DESCRIPTION

One Washington Square ■ San José, CA 95192-0028

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/Report Dept in the email's subject heading line.

Position Title: Interlibrary Loan (ILL) Student Assistant

Reporting Unit: Interlibrary Loan

Reports To: Interlibrary Services Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

ILL student assistants perform numerous procedures associated with interlibrary lending and borrowing and in-library services for SJSU faculty, staff, distance education students.

Procedures include, but are not limited to:

- Searching stacks
- Checking out loans in ALMA, the integrated library system
- Processing and updating lending/borrowing requests in ILLiad
- Preparing loans for shipment
- Scanning from paper and microform media
- Processing incoming loans
- Processing incoming and outgoing UPS, and U.S. mail
- Processing returns
- Sending articles in electronic and paper media to patrons
- Assisting customers on the phone by answering their ILL questions

QUALIFICATIONS

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

- Strong computer skills, including MS Word, Excel, internet, and email. Student assistants are provided on-the-job training in the use of ILLiad, ALMA, Bookeye scanner and associated software, microform scanner, and fax.
- 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
- Moving book trucks that are filled with books
- Ability to distinguish call numbers on spines of books

WORK SCHEDULE:

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|------------|------------------------|
| Monday: | Anytime from 8AM-5PM |
| Tuesday: | Anytime from 8AM-5PM |
| Wednesday: | Anytime from 8AM-5PM |
| Thursday: | Anytime from 8AM-5PM |
| Friday: | Anytime from 8AM-5PM |
| Saturday: | No ILS hours available |
| Sunday: | No ILS hours available |

SALARY RATE LEVEL: 1

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INITIAL HIRING RANGE: \$13.50