



STUDENT ASSISTANT POSITION DESCRIPTION

UNIVERSITY LIBRARY

One Washington Square ■ San José, CA 95192-0028

Please **download, complete, and email this [Student Assistant Job Application PDF form*](#) as an attachment to library-StudentApps-group@sjsu.edu with the Job Title-Unit-Department position in the email's subject heading for each job opening you would like to apply for (**for detailed instructions, [go here](#)**). Thank you for your interest in working for the San José State University Library.**

***Chrome users please note:** Download the PDF before filling it out; Chrome will not save any text you have entered

Position Title: Student Assistant – Marketing Communications Writer

Reporting Unit: Dean's Office

Reports To: Outreach Librarian

ESSENTIAL DUTIES AND RESPONSIBILITIES

The SJSU King Library is seeking a talented, hard-working and passionate student assistant to be a contributing writer and assistant for a new evolving marketing communications & outreach team.

Primary responsibilities include but are not limited to and subject to change:

- Collaborate with other Student Assistants – Visual Communications Designer, Photographer/Videographer, and Assistant Marketing Coordinator to complete assigned marketing projects on time.
- Assist with marketing research, writing and image collection.
- Propose solutions and co-produce pieces for print collateral, web graphics and social media.
- Work with library employees to promote library events and services to SJSU students.
- Serve as a library student ambassador to the SJSU community.

Candidates selected for an interview will be required to submit at least one sample of their work (website or print) at the interview.

The position is 10-20 hours a week (may vary) and flexible to accommodate the student's class schedule. One meeting per week will be required (day and time will be set based on schedules).

QUALIFICATIONS

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

1. Education/Experience

- Excellent communication skills both verbal and written in English is strongly preferred.
- Education or job experience in professional writing for print and web is preferred.
- Education or job experience in marketing and/or public relations is preferred.
- 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
 - **Work study student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

2. Knowledge, Skills, Abilities required

- Ability to communicate effectively and congenially in spoken and written English.
- Ability to work independently with minimal supervision.
- Intermediate or advanced proficiency in MS Office suite.
- Novice or intermediate proficiency in Adobe Creative Cloud. Advanced proficiency is preferred.
- Novice or intermediate proficiency in social media platforms is preferred.
- Detail oriented and diligent to follow-up and complete necessary tasks for assignments.
- A positive, solution-oriented attitude.

PHYSICAL REQUIREMENTS:

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

- Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

WORK SCHEDULE:

| | |
|------------|----------------------------|
| Monday: | Flexible – Between 8am-5pm |
| Tuesday: | Flexible – Between 8am-5pm |
| Wednesday: | Flexible – Between 8am-5pm |
| Thursday: | Flexible – Between 8am-5pm |
| Friday: | Flexible – Between 8am-5pm |
| Saturday: | |
| Sunday: | |

Desired Class Level: Frosh Soph Jr. Sr. Grad Student MAJOR: English, Business Administration (Concentration in Marketing) or Journalism & Mass Communication

SALARY RATE LEVEL: 2 3 4 INITIAL HIRING RANGE: \$13.50/hr.