



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 – Visual Communications Designer

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 graphic designer 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 – Photographer/Videographer, Marketing Communications Writer, and Assistant Marketing Coordinator to complete assigned marketing projects on time.
- Assist with marketing research, image collection and image creation.
- 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 show a portfolio (website or print) at the interview.

The position is 10 hours a week during Summer 2018 and 10-20 hours a week (may vary) starting Fall 2018, perfect for BFA / BA design students 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

- Education or job experience in illustration and graphic design is highly preferred.
- Excellent communication skills both verbal and written in English 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

- Intermediate to advanced proficiency in Adobe Creative Cloud.
- Advanced proficiency in Adobe Photoshop and Illustrator.
- Novice to Intermediate proficiency in Adobe InDesign.
- Novice or intermediate proficiency in social media platforms is preferred.
- Detail oriented and diligent to follow-up and complete necessary tasks for assignments.
- Ability to work independently with minimal supervision.
- Ability to communicate effectively and congenially in spoken and written English.
- 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: Art & Art History or

Design

SALARY RATE LEVEL: 2 3 4

INITIAL HIRING RANGE: \$13.50/hr.