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

Position Title: Student Assistant

Reporting Unit: Dean’s Office

Reports To: Executive Assistant to the Dean

ESSENTIAL DUTIES AND RESPONSIBILITIES:
The SJSU King Library is seeking an organized, motivated and outgoing individual to join the Dean’s Office. Under the supervision of the University Library Dean and under the day-to-day supervision of the Dean’s Executive Assistant, the Student Assistant is responsible for the following primary duties:

- Supports the overall daily management of the Dean’s calendar, correspondence, office organization, dean assistant’s computer file directory, meeting minutes and travel as assigned.
- Answers all incoming calls to the Dean’s Office using professional telephone etiquette and retrieves voicemail daily. Responds timely to inquiries and messages via a returned telephone call or email accordingly.
- Handles the paper mail of the Dean’s Office daily and routes as appropriately using file folder system for inbox and outbox.
- Manages the tracking of the weekly library endowments reports and manages the weekly giving correspondence and file system. Pays attention to record keeping details to identify any donor correspondence that may overlap or be redundant. Makes recommendations for appropriate changes.
- Records donor checks and delivers them to Development Director and Advancement Office accordingly.
- Maintains current donor files including the master database for bulk mailings such as newsletters, announcement letters and special events. Prepares mailing labels and project manages the distribution accordingly with mailroom services, newsletter editor or other staff in the Dean’s Office.
- Plays a key role in managing a high volume of RSVP replies for various library functions and exhibits a pleasant and courteous manner in all communications with guests.
- Replenishes office supplies including customized library note cards, letterhead, outreach materials, bookplates, and remittance envelopes to ensure that ample inventory is available for library events and campus activities. Other office tasks and projects for improved organization and operating efficiencies will be as assigned.
- Attends library outreach activities or assists in hosting library events and activities as assigned.
- Self-driven to utilize on-campus resources such as Center for Faculty Development and Student Technology Training Center to increase proficiency and ability to perform duties and responsibilities using GOOGLE APPLICATIONS, MS OFFICE SUITE, ADOBE CREATIVE CLOUD SUITE, REFWORKS, etc.
- Upholds confidentiality agreement at all times.
The position is 15-20 hours a week and very flexible to accommodate the student’s class schedule each semester. Opportunity to work 15-40 hours a week during semester and summer breaks if assigned and approved by Dean’s Executive Assistant.

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

1. **Education/Experience**
   - Strong oral and written communication skills in English are required.
   - Education or job experience in an office environment is a plus but not required.
   - Education or job experience in fundraising, event planning, hospitality, journalism, communications, organizational development, marketing and/or public relations is a plus but not required.
   - Student Assistant hire must be a **matriculated SJSU Student enrolled in at least 6 undergraduate or 4 graduate units**.

2. **Knowledge, Skills, Abilities required**
   - Ability to communicate clearly, effectively and congenially in spoken and written English.
   - Ability to speak and write in a second language is a plus but not required.
   - Ability to work independently with minimal supervision.
   - Ability to multi-task and prioritize tasks to meet deadlines.
   - Intermediate or advanced proficiency in Google applications.
   - Intermediate or advanced proficiency in Microsoft Office Professional suite.
   - Novice or intermediate proficiency in Adobe Creative Cloud suite. Advanced proficiency is preferred.
   - Novice or intermediate proficiency in social media platforms is a plus.
   - Detail-oriented and diligent to follow-up and complete tasks for assigned projects.
   - A positive, pleasant attitude with good problem-solving skills.
   - Neat and well-groomed to represent the Dean’s Office according to calendar of events.
   - Professional attire may be required for donor or library events on occasion.

**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:**

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<th>Day</th>
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<td>Monday</td>
<td>Flexible – Between 8am-5:30pm</td>
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