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

Position Title: Institutional Repository Student Assistant

Reporting Unit: Technical Services

Reporting Dept: Technical Services

Reports To: Institutional Repository Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Checking copyright and publisher embargo policies via Sherpa/Romeo database and publishers’ websites
- Creating, editing, and maintaining accurate and detailed repository records
- Conducting general research and citation verification using online search techniques, automated tools, and other resources as necessary
- Uploading bibliographic and full text material into the repository
- Communicating through email with publishers, faculty, and library staff
- Performing other duties as assigned.

Equipment and Machine used:
PC, scanner, copier

Software and Databases:
ScholarWorks and SelectedWorks (bepress), SharePoint, Sherpa/Romeo, Interlibrary Loan, WorldCat, Excel, Word, PeopleSoft, Gmail

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

1. Education/Experience
   - Student Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units with research experience or enrolled in 4 graduate units with research experience; or
   - International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units with research experience, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester with research experience; or 9 graduate units (full-time) at SJSU with research experience; or
   - Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units with research experience or at least 8 graduate units with research experience.

2. Knowledge, Skills, Abilities required
   - Attention to details
   - Familiarity with personal computers
   - Working knowledge of English grammar, spelling and punctuation
   - Ability to work independently with general supervision
   - Maintain regular attendance and schedule
PHYSICAL REQUIREMENTS

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

- Able to sit at a computer terminal for extended periods of time.

WORK SCHEDULE: 15 HOURS PER WEEK DURING SEMESTER

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Desired Class Level: X Frosh  X Soph  X Jr.  _Sr.  X Grad Student  MAJOR: Open

SALARY RATE LEVEL: _X2  _3  _4  
SALARY RANGE: Expected starting pay at $12.00/hr.