



One Washington Square - San José, CA 95192-0028

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](mailto: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

Monday:	8:00am – 5:00pm
Tuesday:	8:00am – 5:00pm
Wednesday:	8:00am – 5:00pm
Thursday:	8:00am – 5:00pm
Friday:	8:00am – 5:00pm
Saturday:	n/a
Sunday:	n/a

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

SALARY RATE LEVEL:  2  3  4      SALARY RANGE: Expected starting pay at \$12.00/hr.