



Work Study STUDENT ASSISTANT POSITION DESCRIPTION

UNIVERSITY LIBRARY

One Washington Square - San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application (found at <http://library.sjsu.edu/employment/student-assistant-jobs>) and email to: Library-studentapps-group@sjsu.edu ... include the Position Title, Reporting Unit & Reporting Dept (below) in the email's subject line.

Position Title: Purchasing Student Assistant

Reporting Unit: Administration

Reporting Dept: Business & Facilities

Reports To: Purchasing Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

Include but are not limited to the following:

- Assists Library Facilities & Purchasing Coordinator in the Library purchasing, signage, and budget duties
- Becomes familiar with PeopleSoft software applications in order to work efficiently with purchasing web requisitions
- Receives and inspects orders, returns incorrect or damaged orders
- Provides excellent customer service to Library Staff throughout the purchase request process
- Enters and maintains web requisition information in Excel spreadsheets
- Files web requisitions into appropriate binders
- Makes or modifies signage throughout the Library
- Takes on and completes any projects from Library Facilities & Purchasing Coordinator (these are usually extensive projects), ex. Compiles spreadsheet of requested financial information for analysis
- Miscellaneous tasks (making copies, delivering confidential/urgent packages, occasionally maintaining and scheduling Library Facilities & Purchasing Coordinator's calendar, ...)
- Frequently communicates (phone or email) with parties outside of the Library (Campus Purchasing, Campus Shipping/Receiving, different vendors, ...) to resolve different issues/problems

QUALIFICATIONS

1. Education/Experience

- 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 9 graduate units (full-time) at SJSU.
- Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

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

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This position requires the ability to effectively establish and maintain cooperative working relationships within a diverse multicultural environment.

Knowledge, skills, and abilities required:

- Working knowledge of English grammar, business writing, punctuation and spelling
- Ability to assist Library Facilities & Purchasing Coordinator in preparing reports
- Working knowledge of software applications: word processing, spreadsheet, and database management
- Ability to perform accurately in a detail-oriented environment

- Ability to maintain confidentiality and appropriately handle sensitive communication
- Strong oral and written communication skills
- Ability to learn policies and procedures
- Ability to conduct themselves professionally in manner and appearance
- Willingness to “go the extra mile” to ensure customer satisfaction
- Ability to move medium-weight, medium-size boxes when needed

PHYSICAL REQUIREMENTS

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

This position may be required to work at a computer terminal for long periods of time. This position may be required to move boxes that weigh 15-25 pounds.

WORK SCHEDULE:

Monday:	Between 8am & 7pm
Tuesday:	Between 8am & 7pm
Wednesday:	Between 8am & 7pm
Thursday:	Between 8am & 7pm
Friday:	Between 8am & 7pm
Saturday:	
Sunday:	

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

SALARY RATE LEVEL: 2 3 4 **INITIAL HIRING RANGE:** \$12.00