To apply for this position please fill out the 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:   Main Loan Student Assistant
Reporting Unit:  Access Services
Reporting Dept:  Loan Desk
Reports To:    Loan Desk Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

At Circulation Desk:
- Issue new and replacement library cards, taking patron information and inputting it into the database
- Check out and check in public and university material
- Retrieve, check out, and check in university course reserves, link +, and ILS items
- Take fines for overdue material and payment for lost books
- Give directional assistance
- Assist in placing requests for SJSU, SJPL, and Link+ material
- Answer phones and transfer calls to appropriate location
- Attach barcodes to material as needed
- Duplicate university barcodes as needed
- Assist in searches of library catalogue
- Dispense temporary computer use slips
- Handle minor patron disputes, passing escalated problems to full time staff
- Stay current on departmental info posted on the library website
- Use safety methods in evacuations
- Work as part of cooperative team

At Welcome Desk:
- Give directional assistance and level one reference assistance
- Support and perform circulation desk duties as needed
- Assist patrons with shelf-check machines
- Assist in room bookings
- Assist in computer reservations
- Dispense temporary computer use slips
- Shelf hold items on "Hold Shelf"
- Duplicate university barcodes as needed

In Sort Room
- Check in material
- Sort material onto appropriate trucks

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)

- Attention to details
- Familiarity with personal computers
- Working knowledge of English grammar, spelling and punctuation
- Ability to work independently with minimal supervision
- This position is for the exclusive hiring of a student assistant to work evening and extended hours as shown below under WORK SCHEDULE

PHYSICAL REQUIREMENTS

- Must be able to lift up to 25 lbs and transport materials with the use of dolly.

WORK SCHEDULE:

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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
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Desired Class Level: XFrosh XSoph XJr. XSr. XGrad Student MAJOR: Open

SALARY RATE LEVEL: X2 3 4 INITIAL HIRING RANGE: $10.30