STUDENT ASSISTANT POSITION DESCRIPTION

One Washington Square • San José, CA 95192-0028

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UNIVERSITY LIBRARY

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: Interlibrary Services (ILS) Student Assistant
Reporting Unit: Interlibrary Services
Reporting Dept: Access Services
Reports To: Interlibrary Services Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES
ILS student assistants perform numerous procedures associated with interlibrary lending and borrowing and in-library services for SJSU faculty, staff, distance education students and San Jose Public Library customers.

Procedures include, but are not limited to:
- Searching stacks
- Checking out loans in Millennium
- Updating lending requests in ILLiad and preparing loans for shipment
- Scanning from paper and microform media
- Processing incoming loans
- Processing incoming and outgoing UPS, and U.S. mail
- Processing returns
- Sending articles in electronic and paper media to patrons
- Processing lending requests
- Assisting customers on the phone by answering their ILS questions

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

- Strong computer skills, including MS Word, Excel, internet, and email. Student assistants are provided on-the-job training in the use of ILLiad, Millennium, Bookeye scanner and associated software, microform scanner, and fax.
- Punctuality and dependability

PHYSICAL REQUIREMENTS
The requirements listed below include physical abilities required to complete essential duties.

- Ability to search and pull books from shelves of differing heights.
- Ability to lift at least 20 lbs of books at a time
- Moving book trucks that are filled with books
- Ability to distinguish call numbers on spines of books

WORK SCHEDULE:

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Tuesday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Wednesday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Thursday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Friday</td>
<td>Anytime from 8AM-5PM</td>
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<tr>
<td>Saturday</td>
<td>No ILS hours available</td>
</tr>
<tr>
<td>Sunday</td>
<td>No ILS hours available</td>
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</tbody>
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July 2015
Desired Class Level: □ Frosh □ Soph □ Jr. □ Sr. □ Grad Student        MAJOR: _____________
SALARY RATE LEVEL: □ 1 □ 2                                      INITIAL HIRING RANGE: ______$10.30_____