Position Title: Web Team Student Assistant

Reporting Unit: Information Technology Services

Reports To: Web Team Supervisor

**ESSENTIAL DUTIES AND RESPONSIBILITIES**
To support the mission of the King Library Web Team by assisting in the development and maintenance of public and intranet websites, including one or more of the following specific capacities:

- Creating and updating web-ready graphics.
- Creating and update webpages.
- Monitoring webmaster email.

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

2. **Knowledge, Skills, Abilities required**
   - Graphic design experience with Photoshop Suite (required)
   - MS Office

3. **Equipment, Machines, Tools, Special materials used:**
   - Windows-based and/or Apple desktop computers and peripherals.

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

- Must be able to sit at a desk for extended periods of time.

**WORK SCHEDULE:**

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Desired Class Level:  Frosh  X Soph  X Jr  X Sr  X Grad Student  MAJOR: Graphic Related

SALARY RATE LEVEL:  X 2 _ 3 _ 4  INITIAL HIRING RANGE:  $10.30

This is the maximum SA rate, which is justified because of the specialized software skills required for the position.