To apply for this position please fill out this [Student Assistant Job Application](mailto:StudentAssistantJobApplication) and along with your resume (optional) email adriana.poo@sjsu.edu with the Position Title-Reporting Unit-Reporting Dept in the email’s subject heading line.

Position Title: Affordable Learning Solutions Student Ambassador
Reporting Unit: Academic Services
Reporting Dept: Academic Services
Reports To: Affordable Learning Solutions Co-Coordinators

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- engaging in frequent written and verbal communication with Faculty and Students
- answering questions and referring questions to appropriate personnel
- responding to inquiries
- assisting faculty with searching for open educational Resources
- occasional clerical duties
- performing other duties as assigned

**Equipment and Machine used:**
- PC, laptop, iPad, camera, video camera, scanner, copy machine,

**Software and Databases:**
- Scholar Works, SharePoint, Interlibrary Loan, Microsoft Office Suite, Photoshop, 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**
   - Familiarity with personal computers
   - strong interpersonal skills
   - leadership qualities
   - a genuine interest in meeting new people
   - a sense of school spirit and pride
   - enthusiasm and motivation
   - adaptability
• respect
• outgoing, friendly, and communicative
• eagerness to learn
• 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

• Able to sit at a computer terminal for extended periods of time.

WORK SCHEDULE: 12-15 HOURS PER WEEK DURING SEMESTER AND SUMMER

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<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:00am – 5:00pm</td>
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<td>Tuesday</td>
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<tr>
<td>Sunday</td>
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Desired Class Level: Frosh X Soph X Jr. _Sr. X Grad Student MAJOR: Open
SALARY RATE LEVEL: _2 _3 _4 SALARY RANGE: Expected starting pay at $10.50/hr.