



# 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** and along with your resume (optional), email to [library-StudentApps-group@sjsu.edu](mailto:library-StudentApps-group@sjsu.edu) with the **Position Title/Reporting Unit/Reporting Dept** in the email's subject heading line.

**Position Title: Mailroom Assistant II**

**Reporting Unit: Administration**

**Reporting Dept: Business Office**

**Reports To: Events Coordinator**

## ESSENTIAL DUTIES AND RESPONSIBILITIES

- Collects, receives, sort and delivers within library departmental
- Prepares campus, library mail and materials for shipments
- Prepares special handling mail (express, certified, etc)
- Responsible for sorting, distribution and processing of all mail and parcels.
- Delivery documents to central receiving and campus entities
- Work closely with staff regarding incoming/outgoing shipments
- Answer questions concerning incoming/outgoing packages
- Meet deadlines for outgoing mail, UPS, FedEx
- Check UPS campus incoming report
- Stay informed of mailroom processes and procedures
- Perform other work related duties as assigned
- Assist in typing, filing, photocopying for the Business Office
- Help with Special projects for the Business Office
- Perform other work related duties as assigned
- Back up to front desk receptionist

## 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 with 6.0-8.0 half time units
- **International student** must be a matriculated SJSU student
- **Work study student** must be a matriculated SJSU

### 2. Knowledge, Skills, Abilities required

- Attention to details
- Familiarity with personal computers
- Working knowledge of English grammar, spelling and punctuation
- Ability to work independently with minimal supervision
- Ability to use Microsoft Word and Excel
- Excellent Customer Service skills
- Dependable

## 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 lift up to 25 lbs and transport materials with the use of dolly.

**WORK SCHEDULE: This position is year long.**

|            |                     |
|------------|---------------------|
| Monday:    | 10:30 am – 12:30 PM |
| Tuesday:   | 10:30 am – 12:30 PM |
| Wednesday: | 10:30 am – 12:30 PM |
| Thursday:  | 10:30 am – 12:30 PM |
| Friday:    | 10:30 am – 12:30 PM |
| Saturday:  |                     |
| Sunday:    |                     |

**Desired Class Level: XFrosh    XSoph    XJr.    \_\_Sr.    \_\_Grad Student**

**MAJOR: Open**

**INITIAL HIRING RANGE: \$13.50**