

One Washington Square - San José, CA 95192-0028

To apply for this position please fill out the **Student Assistant Job Application** completely, save (choose "Save As") this [Student Assistant Job Application](#) PDF form to your system and email this just saved form as an attachment to library-StudentApps-group@sjsu.edu with the Position Title-Reporting Unit-Reporting Department in the email's subject heading line.

Position Title: Adobe Creative Cloud Student Assistant

Reporting Unit: Student Technology Training Center

Reporting Dept: Innovation Resources

Reports To: Student Technology Training Center Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist students, staff and faculty in-person, email and virtual with Adobe Creative Cloud application
- Create, edit and maintaining online resources including videos for learning Adobe Creative Cloud
- Staff the King Library Student Technology Training center during drop-in hours
- Communicate through email, in person and virtual with students, faculty, and staff
- Perform other duties as assigned.

Equipment and Machine used:

PC, MAC and copier

Software and Databases:

Adobe Creative Cloud, Microsoft Office, and Gmail

QUALIFICATIONS

The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience

Must have experience creating Instructional materials and tutoring in the Adobe Creative Cloud application

- Student Assistant must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units
- International student must be a matriculating 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 matriculating SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

2. Knowledge, Skills, Abilities required

- Demonstrated expert knowledge of recent version(s) of Adobe Creative Cloud
- Experience in creating instructional materials and videos.
- Ability to effectively communicate and assist patrons professionally over the phone and in person
- Familiar with personal computers
- 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 (eg. ability to lift 50 lbs using a fork truck)

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

WORK SCHEDULE: 12-15 HOURS PER WEEK DURING SEMESTER

Monday:	9:00am – 5:00pm
Tuesday:	9:00am – 5:00pm
Wednesday:	9:00am – 5:00pm
Thursday:	9:00am – 5:00pm
Friday:	9:00am – 5:00pm
Saturday:	n/a
Sunday:	n/a

Desired Class Level: X Frosh X Soph X Jr. X Sr. X Grad Student MAJOR: Open

SALARY RATE LEVEL: ____ (1) ____ (2) ____ (3) ____ (4) SALARY RANGE: **Expected starting pay at \$15.45 / hr.jazu**