

COMMUNICATION & MULTIMEDIA STUDENT ASSISTANT

OVERVIEW

San José State University (SJSU) King Library brings people, ideas, and information together through its spaces, resources, and expertise to facilitate community building, innovation, and knowledge creation.

We are seeking a talented, hard-working, and passionate SJSU student to join our innovative and evolving student marketing communications team as a part-time Communication & Multimedia Student Assistant! **This position will be in-person and its primary responsibility is supporting the operation of the fourth-floor administration desk.**

GENERAL DUTIES

The SJSU King Library Communication & Multimedia Student Assistant will support the efforts of the Dean's Office to offer exceptional customer service at the fourth-floor administration desk and to effectively communicate opportunities, resources, and stories through several digital mediums such as graphic design, photography, videography, social media, websites, blogs, newsletters.

REQUIRED QUALIFICATIONS

- Available to work 15-20 hours per week between the hours of 9 a.m.-5 p.m.
- Must be punctual
- Ability to support front desk operations with exceptional customer service
- Ability to contribute to a positive workplace environment
- Ability to be a SJSU King Library brand ambassador
- Effective oral and written communication skills with various audiences such as current students, prospective students, alumni, faculty and staff; members of the public
- General knowledge of software platforms such as the Microsoft Office suite, Google Suite, and/or Adobe Creative Cloud
- Experience with one or more of the following - digital publications, graphic design, photography, videography, social media management, and/or website optimization
- General knowledge of SJSU university policies and campus community

PREFERRED QUALIFICATIONS

- Prior administrative and/or client service experience
- Experience with creative writing and storytelling
- Familiarity with SJSU King Library's resources and services
- Proficiency with Microsoft Office suite, Google suite, and Adobe Creative Cloud

REPORTS UNIT

Dean's Office

REPORTS TO

Project & Communication Manager

COMPENSATION

- Compensation for this position will be \$15.45/hour

APPLICATION PROCESS

Please download, complete the [Student Assistant Job Application PDF form](#)* and email the form, PDF cover letter, PDF resume and hours of availability to lesley.seacrist@sjsu.edu with the Job Title in the email's subject heading.