

 <b>San José State</b> UNIVERSITY	<b>CSU+ STUDENT ASSISTANT POSITION DESCRIPTION</b>
	UNIVERSITY LIBRARY
One Washington Square • San José, CA 95192-0028	

**To apply for this position please fill out the Student Assistant Job Application and 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: CSU+ Student Assistant**

**Reporting Unit: CSU+**

**Reporting Dept: Document Delivery Services**

**Reports To: Material Access Coordinator**

CSU+ student assistants perform numerous procedures associated with the lending and borrowing of physical materials among the other 22 CSU campuses. CSU+ student assistants also provide in-library services for SJSU faculty, staff, and students by facilitating access and delivery to owned items. Student assistant employees develop independent working habits and gain skills in organizing priorities in relation to job related tasks. Students also develop skills in searching the library collections in varying formats.

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Search, scan, process, and ready for shipping requested books to send out to other CSU+ libraries.
- Receive, process, and shelve incoming books for SJSU patrons for patron pick up.
- Processing daily incoming and outgoing Courier book transport shipments.
- Prepare shipments of CSU+ returns to be sent back to lending CSU+ libraries.
- Process returned books that were borrowed by other CSU+ institutions.
- Adhere to the initial work schedule for the entire semester, unless otherwise approved by one's supervisor
- Adhere to SJSU Library and University policies, procedures, and forms

**QUALIFICATIONS**

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

- Apply an attention to detail to the library's collection and CSU+ work procedures
- Fluency with computers is required – ability to quickly learn computer processing of books
- Openness to being a team player, and bring creative troubleshooting skills to ultimately share that knowledge with co-workers and supervisors
- Ability to organize and prioritize CSU+ duties while also being a punctual and dependable employee
- Ability to work in a diverse and professional work environment with a variety of students, faculty, and staff

## PHYSICAL REQUIREMENTS

The requirements listed below include physical abilities required to complete essential duties

- Ability to search and pull books from shelves of differing heights.
- Ability to lift at least 20 lbs of books at a time
- Pushing and pulling large Courier bins and trucks; lifting up to 20 lb bags
- Moving book trucks that are filled with books
- Ability to distinguish call numbers on spines of books.

## WORK SCHEDULE: 12-20 Hours per week during semester

Monday:	Anytime from 8AM-5PM
Tuesday:	Anytime from 8AM-5PM
Wednesday:	Anytime from 8AM-5PM
Thursday:	Anytime from 8AM-5PM
Friday:	Anytime from 8AM-5PM
Saturday:	No CSU+ hours available on this day
Sunday:	No CSU+ hours available on this day

**INITIAL HIRING RANGE: \$15.45 per hour**