



CSU+ 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 email to 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

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Search for books throughout the entire library, scan and process them, and finally shelve them correctly in mailing room to send out to other CSU+ libraries.
- Scan and process incoming books for SJSU patrons and then shelve them onto the University Holds pickup shelf to wait for patron pick up.
- Processing daily incoming and outgoing Courier book transport shipments.
- Process CSU+ returns to be sent back to other CSU+ libraries.
- Check in books that have been returned to us that were borrowed by other CSU+ institutions.

QUALIFICATIONS

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

- Attention to detail
- Ability to read and understand English.
- Familiarity with computers is required – ability to quickly learn computer processing of books.
- Punctuality and dependability

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 30 lbs bags
- Moving book trucks that are filled with books
- Ability to distinguish call numbers on spines of books.

WORK SCHEDULE:

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 Link+ hours available on this day
Sunday:	No Link+ hours available on this day

INITIAL HIRING RANGE: \$13.50 per hour