

STUDENT ASSISTANT POSITION DESCRIPTION

Please **download, complete, and email this [Student Assistant Job Application PDF form*](#) as an attachment** to library-StudentApps-group@sjsu.edu with the Job Title-Unit-Department position in the email's subject heading for each job opening you would like to apply for (**for detailed instructions, [go here](#)**). Thank you for your interest in working for the San José State University Library.

***Chrome users please note:** Download the PDF before filling it out; Chrome will not save any text you have entered.

Position Title: Cataloging & Metadata Student Assistant
Reporting Unit: Systems and Metadata
Reporting Dept: Data and Resource Management
Reports To: Student Assistant Supervisor

The Data and Resource Management Department acquires and catalogs library materials and provides access to electronic resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Metadata Projects

- Perform metadata cleanup in institutional repository collections using Digital Commons
- Perform metadata cleanup in Islandora digital collections
- Perform XML tagging for Special Collections Oral History Project
- Perform copy cataloging with OCLC and Ex Libris Alma

Cataloging and Database Maintenance

- Search and update records in the integrated library management system Alma
- Search and retrieve materials from the library stacks
- Create sets of records in Alma
- Save queries as sets and run jobs updating those sets
- Create and edit Excel spreadsheets/google sheets

Other Responsibilities

- Lift and move boxes of books
- Push heavy book trucks
- Performs other duties as assigned.
- Relocate materials from one location to another by updating cataloging records and re-labeling items.

Learning Outcomes

- Develop expertise in complex software applications and library technologies
- Design improvements for work processes, procedures, and policies
- Learn basic library fundamentals, resources, spaces and services
- Develop strong working habits, such as time management and email etiquette
- Learn to work both independently and in a team environment
- Build communication and collaboration skills

Equipment, Machines, Tools, Special materials used:

PC, label printer

Utilities and software:

Alma, Alma APIs, Excel, Word, GSuite, PeopleSoft, Email, OCLC Connexion

QUALIFICATIONS

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

Education/Experience

- Student Assistant hired must be a matriculated SJSU student enrolled in at least 6 undergraduate units or enrolled in 4 graduate units
- International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units; or enrolled in at least 6 units as SJSU and at least 6 units at another qualified institution during the same semester; or 9 graduate units (full-time) at SJSU
- Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units

Knowledge, Skills, Abilities required

- Attention to detail
- Familiarity with personal computers
- Working knowledge of English grammar, spelling and punctuation
- Ability to work independently with general supervision
- Maintain regular attendance and schedule

Preferred qualifications

- Experience with markup languages such as XML
- Knowledge of library processes and procedures
- Academic focus in information science.

PHYSICAL REQUIREMENTS:

This position works in a typical library and office environment. Position requires lifting and moving boxes of books and pushing booktrucks.

WORK SCHEDULE: 20 HOURS PER WEEK DURING SEMESTER

Monday:	8:30am – 5:00pm
Tuesday:	8:30am – 5:00pm
Wednesday:	8:30am – 5:00pm
Thursday:	8:30am – 5:00pm
Friday:	8:30am – 5:00pm
Saturday:	n/a
Sunday:	n/a

Desired Class Level: All grade levels accepted

SALARY RANGE: Expected starting pay at \$15.45/hr.