

**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: Resources & Analytics Student Assistant
Reporting Unit: Resources & Analytics
Reporting Dept: Data & Resource Management
Reports To: Student Assistant Supervisor

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

ESSENTIAL DUTIES AND RESPONSIBILITIES

Cataloging and Electronic Resources

- Acquisitions receiving
- Assist with verifying electronic resource access for library resources
- Perform end processing of SJSU Library materials that include printing and application of labels and barcodes
- Search and update records in the Integrated Library System (Alma)

Other Responsibilities

- Perform other duties as assigned
- Relocate materials from one location to another by updating cataloging record and re-labeling items
- Search and retrieve materials from the library stacks

Equipment, Machines, Tools, Special materials used:
PC, label printer, barcode duplicator

Utilities and software:
Alma, OCLC, Excel, Word, PeopleSoft, Email

Learning Objectives:

- Develop expertise in complex software applications and library technologies
- Design improvements for work processes, procedures, and policies
- Develop strong working habits, such as time management
- Learn to work both independently and in a team environment

QUALIFICATIONS

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

1. Education/Experience

- Student Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units.
- International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units.
- Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units.

2. Knowledge, Skills, Abilities required

- Attention to details
- Familiarity 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:

This position works in a typical library and office environment.

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.