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: FLOOR RUNNER STUDENT ASSISTANT (Fall Semester)

Start Date: August 2021
End Date: December 2021, with a possibility of extension

Reporting Dept: Document Delivery Services

Reports To: Material Access Coordinator

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Use Alma, the integrated library system, to generate lists of user-requested books
- Quickly search for user-requested books throughout the entire library and process them for patron pick up
- Assist with shelf reading to make sure books are on the shelves in correct Library of Congress call number order
- Assist in the data collection and evaluation of the physical materials request program
- Adhere to the initial work schedule, 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 book searching work procedures, including the ability to shelf read and organize based on Library of Congress classification numbers
- Fluency with computers is required – ability to quickly learn computer processing of books
- Ability to organize and prioritize 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
- Moving book trucks that are filled with books
- Ability to distinguish call numbers on spines of books.

**WORK SCHEDULE: 15-20 Hours per week**

<table>
<thead>
<tr>
<th>Day</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>Anytime from 1 PM - 6 PM</td>
</tr>
<tr>
<td>Tuesday</td>
<td>Anytime from 10 AM - 6 PM</td>
</tr>
<tr>
<td>Wednesday</td>
<td>Anytime from 10 AM - 6 PM</td>
</tr>
<tr>
<td>Thursday</td>
<td>Anytime from 10 AM - 6 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>Anytime from 10 AM - 6 PM</td>
</tr>
<tr>
<td>Saturday</td>
<td>Anytime from 10 AM - 6 PM</td>
</tr>
<tr>
<td>Sunday</td>
<td>No hours available on this day</td>
</tr>
</tbody>
</table>

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