

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: Institutional Repository Student Assistant
Reporting Unit: Systems and Metadata
Reporting Dept.: Data and Resource Management
Reports To: Institutional Repository and Digital Scholarship Coordinator

The Institutional Repository (ScholarWorks) promotes the scholarly and creative work of the faculty, students, and staff of San Jose State University.

Essential Duties and Responsibilities

- Checking copyright and publisher embargo policies via Sherpa/Romeo database and publishers' websites
- Creating, editing, and maintaining accurate and detailed repository records
- Conducting general research and citation verification using online search techniques, automated tools, and other resources as necessary
- Uploading bibliographic and full text material into the repository
- Communicating through email with publishers, faculty, and library staff
- Performing other duties as assigned

Learning Outcomes

- Learn basic HTML and create code as necessary.
- Analyze self-archiving and copyright policies and apply those policies to publications on a CV.
- Gain expertise in email etiquette.
- Evaluate publications and determine if they fit the criteria for a profile.
- Build communication and collaboration skills.

Equipment and Machine used:

- PC, scanner, copier

Software and Databases:

- ScholarWorks, SelectedWorks, Sherpa/Romeo, Interlibrary Loan, WorldCat, GSuite Applications, PeopleSoft

Qualifications

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

1. **Non-Work Study Student Assistant** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units
2. **International student** must be a matriculating SJSU student enrolled full time in at least 6 undergraduate or 4 undergraduate units
3. **Work Study student** must be a matriculating SJSU student enrolled full time in at least 6 undergraduate units or at least 4 graduate units.

Knowledge, Skills, Abilities Required

1. Attention to details
2. Familiarity with personal computers
3. Working knowledge of English grammar, spelling and punctuation
4. Ability to work independently with general supervision
5. Maintain regular attendance and schedule
6. Strong oral and written communication skills
7. Ability to learn policies and procedures

Physical Requirements:

Able to sit at a computer terminal for an extended period.

WORK SCHEDULE: 10-20 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.