INTERLIBRARY LOAN (ILL) 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/Report Dept in the email’s subject heading line.

Position Title: Interlibrary Loan (ILL) Student Assistant

Reporting Unit: Interlibrary Loan

Reports To: Interlibrary Services Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES
ILL student assistants perform numerous procedures associated with interlibrary lending and borrowing and in-library services for SJSU faculty, staff, distance education students.

Procedures include, but are not limited to:
• Searching stacks
• Checking out loans in ALMA, the integrated library system
• Processing and updating lending/borrowing requests in ILLiad
• Preparing loans for shipment
• Scanning from paper and microform media
• Processing incoming loans
• Processing incoming and outgoing UPS, and U.S. mail
• Processing returns
• Sending articles in electronic and paper media to patrons
• Assisting customers on the phone by answering their ILL questions

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

• Strong computer skills, including MS Word, Excel, internet, and email. Student assistants are provided on-the-job training in the use of ILLiad, ALMA, Bookeye scanner and associated software, microform scanner, and fax.
• 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
• Moving book trucks that are filled with books
• Ability to distinguish call numbers on spines of books

WORK SCHEDULE:

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<thead>
<tr>
<th>Monday</th>
<th>Anytime from 8AM-5PM</th>
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<tr>
<td>Tuesday</td>
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<td>Wednesday</td>
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<td>Saturday</td>
<td>No ILS hours available</td>
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<tr>
<td>Sunday</td>
<td>No ILS hours available</td>
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SALARY RATE LEVEL: □1 □2

INITIAL HIRING RANGE: $15.25 per hour