

One Washington Square ■ San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application (found at <http://library.sjsu.edu/employment/student-assistant-jobs>) and email to: [Library-studentapps-group@sjsu.edu](mailto:Library-studentapps-group@sjsu.edu) ... include the Position Title, Reporting Unit & Reporting Dept (below) in the email's subject line.

**Position Title: Library Research Fellow - Engineering/Assessment**

**Reporting Unit: Academic Services**

**Reports To: Anamika Megwalu**

### **ESSENTIAL DUTIES AND RESPONSIBILITIES**

Library Research Fellows are graduate and undergraduate students that are highly skilled and trained to provide library research assistance to a select audience of students. Library Research Fellows work directly with librarians to assist with helping individuals and groups find and use library collections and services successfully. Library Research Fellows may also provide support for librarians leading library programs and services such as data management, assessment, scholarly communications, etc. The fellows report to, and assists with, the delivery of liaison and functional responsibilities of their assigned librarian. These duties may include:

- 1) Maintenance and updating of library instructional materials (print and digital)
- 2) Consultation with individuals regarding library resources and services
- 3) Collection and organization of assessment data and user feedback
- 4) Marketing and communications of library resources and services
- 5) Curation of exhibits
- 6) Event planning and coordination
- 7) Developing new digital learning objects

### **QUALIFICATIONS**

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

#### **1. Education/Experience**

- Student Assistant must be a -
  - i. **Graduate student;**
  - ii. **Must be matriculated and continuously enrolled** in at least 6.0 – 8.0 half-time units or 4.0 units in 200 level courses or any combination of weighted graduate units and undergraduate units equal 6.0;

#### **2. Knowledge, Skills, Abilities required**

Student must demonstrate a proficiency for using library resources and services in the research process, including the development of a literature review for research papers and projects. This may be demonstrated through a portfolio of completed work or by completing the university's research certification program.

### **PHYSICAL REQUIREMENTS:**

The requirements listed below include physical abilities required to complete essential duties (eg. ability to lift 50 lbs using a fork truck)

### **WORK SCHEDULE:**

**Must be available for a minimum of 15 hours per week.**

Monday:	9-4pm
Tuesday:	9-4pm
Wednesday:	9-4pm
Thursday:	9-4pm
Friday:	9-4pm
Saturday:	
Sunday:	

Desired Class Level:  Frosh  Soph  Jr.  Sr.  Grad Student

MAJOR: Engineering

INITIAL HIRING RANGE: \$15/hr