

One Washington Square ■ San José, CA 95192-0028

Please **download, complete, and email this [Student Assistant Job Application \(bit.ly/2o8TjAx\)](https://bit.ly/2o8TjAx) PDF form*** as an **attachment** to mariah.ramsour@sjsu.edu with the Job Title position in the email's subject heading. **Please also provide a resume, at least 5 examples from your portfolio, and a cover letter expressing your interest in the position.** 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: Student Assistant – Visual Communications Designer

Reporting Unit: Dean's Office

Reports To: Project & Communication Manager

ESSENTIAL DUTIES AND RESPONSIBILITIES

The SJSU King Library is seeking a talented, hard-working, and passionate student assistant to contribute to an innovative and evolving marketing communications team. We are looking for a self-starter who is comfortable pitching new ideas, taking direction and working independently and in a team.

Primary responsibilities include but are not limited to (subject to change):

- Collaborate to develop strategic and innovative marketing and communications.
- Produce design work for electronic and print newsletters, marketing campaigns, event promotions and other initiatives.
- Assist with marketing research, brand compliance, image collection and creation, and capture photo and video footage.
- Propose solutions and co-produce pieces for print collateral, web graphics, and social media.
- Work with library employees to promote library events, exhibits, services, and resources to SJSU community.
- Serve as a library student ambassador/spokesperson to the SJSU community.

Candidates selected for an interview will be required to show a portfolio (website or print) at the interview.

The position is 15-20 hours a week (may vary) and flexible to accommodate the student's class schedule. One meeting per week will be required for the entire marketing team (day and time will be set based on schedules).

QUALIFICATIONS

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

1. Education/Experience

- Senior in the BFA Graphic Design program is required.
- Excellent communication skills both verbal and written in English is preferred.
- Education or job experience in marketing and/or public relations is preferred.
- Student Assistant hire must be a -
 - **Matriculated SJSU student** enrolled in at least 6 undergraduate or 4 graduate units; or
 - **International student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or

- **Work study student** must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units.

2. Knowledge, Skills, Abilities required

- Intermediate to advanced proficiency in Adobe Creative Cloud.
- Advanced proficiency in Adobe Photoshop, InDesign, Premiere, and Illustrator.
- Intermediate proficiency in social media platforms is preferred.
- Video editing experience preferred.
- Detail oriented and diligent to follow-up and complete necessary tasks for assignments.
- Ability to work independently with minimal supervision.
- Ability to collaborate in group settings.
- Ability to communicate effectively and congenially in spoken and written English.
- A positive, solution-oriented attitude.

PHYSICAL REQUIREMENTS:

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

- Reasonable accommodations may be made to enable individual with disabilities to perform the essential functions.

WORK SCHEDULE:

Please input proposed work schedule to the best of your ability. Student assistants are allowed to work between 8am-6pm.

Monday:	Flexible – Between 8am-6pm
Tuesday:	Flexible – Between 8am-5pm
Wednesday:	Flexible – Between 8am-5pm
Thursday:	Flexible – Between 8am-5pm
Friday:	Flexible – Between 8am-5pm
Saturday:	N/A
Sunday:	N/A

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

SALARY RATE LEVEL: 2 3 4 INITIAL HIRING RANGE: \$15.25/hr.