To apply for this position please fill out this Student Assistant Job Application (http://library.sjsu.edu/sites/library.sjsu.edu/files/documents/SA_job_application_new.pdf) and along with your resume (optional) email adriana.poo@sjsu.edu with the Position Title-Reporting Unit-Reporting Dept in the email's subject heading line.

Position Title: Affordable Learning Solutions (AL$) Student Ambassador

Reporting Unit: Academic Services

Reporting Dept: Academic Services

Reports To: Affordable Learning Solutions Co-Coordinators

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Engage in frequent written and verbal communication with faculty and students
- Respond to inquiries and refer questions to appropriate individuals
- Maintain records of communication and documentation
- Motivate faculty to adopt Open Educational Resources (OER)
- Identify potential courses for adoption of OER materials
- Design, create, and disseminate marketing materials
- Update and maintain website content to ensure access to most recent information
- Design, create, collect, and analyze faculty and student surveys
- Plan and execute events independently or in collaboration with other programs and departments
- Be a self-motivated learner in order to develop a deeper understanding of OER to raise awareness of AL$ program with other students on campus

Equipment and Machine used:
- PC, laptop, iPad, camera, video camera, scanner, copy machine,

Software and Databases:
- Microsoft Office Suite, Gmail

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

1. Education/Experience
   - Student assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units with research experience or enrolled in 4 graduate units with research experience; or
   - International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units with research experience, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester with research experience; or 9 graduate units (full-time) at SJSU with research experience; or

2. Knowledge, Skills, Abilities required
   - Experience working with personal computers, desktop computer and electronic tablets
   - Ability to work independently with general supervision
   - Be committed to the work schedule established and maintain regular attendance
   - Ability to communicate well in spoken and written English
- Strong interpersonal, leadership and communication skills
- Demonstrate an eagerness to learn and participate in training if needed
- Possess a sense of school spirit and pride
- Enthusiasm and motivation to lead projects and events

PHYSICAL REQUIREMENTS
The requirements listed below include physical abilities required to complete essential duties

- Able to sit at a computer terminal for extended periods of time.

WORK SCHEDULE: 12-15 HOURS PER WEEK DURING SEMESTER AND SUMMER

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Desired Class Level: Frosh X Soph X Jr. _Sr. X Grad Student MAJOR: Open
SALARY RATE LEVEL: _X2 _3 _ 4
SALARY RANGE: Expected starting pay at $15/hr