STUDENT ASSISTANT POSITION DESCRIPTION

One Washington Square • San José, CA 95192-0028

To apply for this position please fill out the Student Assistant Job Application and email to student.applications@sjsu.edu with the Position Title-Reporting Unit-Reporting Dept in the email’s subject heading line.

Position Title: Student Assistant for Oral History

Reporting Unit: The Martin Luther King, Jr. Library

Reporting Dept: Academic Services

Reports To: Mantra Roy

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. Edit interviews and add closed-captioning using a video editing software, such as Camtasia. Training will be provided.
2. Transcribe interviews.
3. Apply accurate metadata to video files.

QUALIFICATIONS

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

1. Familiarity with Camtasia, Captivate, or similar video editing software.
2. Ability to learn new software applications.
3. Working knowledge of Hindi in order to translate Hindi words/phrases used by interviewees. Knowledge of other Indian languages is a plus.
4. Ability to edit long scripts of text for accuracy.
5. Ability to perform tasks under pressure and present deliverables on time.
6. Ability to pay attention to detail.

PHYSICAL REQUIREMENTS

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

Not applicable.

WORK SCHEDULE: TBD with student

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

SALARY RATE LEVEL: ☐ 2 ☐ 3 ☐ 4 INITIAL HIRING RANGE: ___$15/hr_________