
One Washington Square • San José, CA 95192-0028

Thank you for your interest in working for the San José State University Library. By working for the University Library, students will gain valuable and relevant professional skills, including learning basic library operations and services, developing team building skills, applying a strong degree of individual judgment and initiative, managing multiple priorities, adapting ways to improve service with new workflows and technology, building leadership abilities, and gaining expertise in developing independent working habits and gain skills in organizing priorities in relation to job related tasks. Students also develop skills in searching the library collections in varying formats in meeting research needs.

To apply for this position, please fill out the CSU+ Resource Sharing Student-Assistant job application.

https://docs.google.com/forms/d/e/1FAIpQLSerggeZKQgaVnUcMv6iFzGJQUe01V8BH7wjPrErEYeOdmY6Q/viewform?usp=sf_link

Position Title:

CSU+ Resource Sharing Student-Assistant

Reporting Unit:

CSU+

Reporting Department:

Document Delivery Services

Reports To:

Resource Sharing Specialist

ESSENTIAL DUTIES AND RESPONSIBILITIES

CSU+ Resource Sharing Student Assistants perform numerous procedures associated with resource sharing lending and borrowing and in-library services for SJSU faculty, staff, and students. Managing tasks of different priorities in their daily work in CSU+ circulation.

- Search for books throughout the entire library, scan and process them, and finally shelve them correctly in mailing room to send out to other CSU+ libraries.
- Receive and process incoming books for SJSU patrons and then shelve them onto the University Holds pickup shelf to wait for patron pick up.
- Processing daily incoming and outgoing Courier book transport shipments.
- Prepare shipments of CSU+ returns to be sent back to lending CSU+ libraries.
- Check in books that have been returned to us that were borrowed by other CSU+ institutions.
- Adhere to the initial work schedule for the entire semester, unless otherwise approved by your supervisor
- Adhere to SJSU Library and University policies, procedures, and forms

QUALIFICATIONS

The requirements listed below include the equipment, knowledge, skills, and/or abilities to perform the essential functions of the position.

- The Student-Assistant must be a matriculated SJSU student enrolled in at least 6 undergraduate or 4 graduate units
 - An International student must be a matriculated SJSU student enrolled full-time in at least 12 undergraduate or 9 graduate units, -or- enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester
- Work Study student preferred
 - A Work Study Student-Assistant must be a matriculated SJSU student enrolled full-time in at least 12 undergraduate or 8 graduate units
- Effective oral and written communication skills with various audiences, including students, faculty, staff, and members of the public
- Moderate to advanced computer skills, including MS Word, Excel, internet, and Gmail. Student-Assistants are provided on-the-job training in the use of ALMA, the unified library administration system used to process books in the library.
- Attention to detail and ability to follow established procedures
- Ability to work independently and employ effective judgment under general supervision
- Ability to contribute to a positive and diverse workplace environment
- Commitment to an established work schedule with punctual attendance
- Ability to maintain a professional appearance and demeanor
- Ability to adhere to university and library policies
- Ability to respectfully serve as a representative of SJSU and King Library

PHYSICAL REQUIREMENTS

This position works in a typical library and office environment with standard equipment and tasks. This position requires an on-site presence. The position is required to work at a computer terminal and desk for long periods of time. The position requires the ability to lift up to 20 lbs and to transport materials on library carts.

WORK SCHEDULE: 12-20 Hours per week during the semester

Fall 2024 CSU+ Open Hours

Monday:	Anytime from 8:00 a.m. – 5:00 p.m.
Tuesday:	Anytime from 8:00 a.m. – 5:00 p.m.
Wednesday:	Anytime from 8:00 a.m. – 5:00 p.m.
Thursday:	Anytime from 8:00 a.m. – 5:00 p.m.
Friday:	Anytime from 8:00 a.m. – 5:00 p.m.
Saturday:	No hours available
Sunday:	No hours available

INITIAL HIRING SALARY: \$17.55 per hour

June, 18, 2024