

To apply for this position please fill out the [Government Publication \(DRM\) Student Assistant job application](#).

Thank you for your interest in working for the San José State University Library.

Position Title: Government Publications Student Assistant
Reporting Unit: Systems and Metadata
Reporting Dept: Data and Resource Management
Reports To: Student Assistant Supervisor

The Data and Resource Management Department acquires and catalogs library materials and provides access to electronic resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Federal Documents Disposal project

- Prepare disposal lists for the regional library to review through FDLP eXchange
- Prepare disposal lists that Materials previously offered to the CSL by selective as listed in the state's [Previous FDLP Disposal List Offers](#) list for offering to other CSL and withdraw
- Box materials for discard

Cataloging and Database Maintenance

- Search and update records in the Unified Library Management System (ULMS) Alma
- Search and retrieve materials from the library stacks
- Create sets of records in Alma
- Create and edit Excel spreadsheets/google sheets

Other Responsibilities

- Lift and move boxes of books
- Push heavy book trucks
- Performs other duties as assigned.
- Relocate materials from one location to another by updating cataloging records and re-labeling items.

Learning Outcomes

- Learn basic library fundamentals and resources and the library management system
- Gain knowledge of library resources, spaces, and services
- Imagine ways to improve service with new workflows or technology

Equipment, Machines, Tools, and Special materials used:

- PC, label printer

Utilities and software:

- Alma, Alma APIs, Excel, Word, Google Drive, PeopleSoft, Email, OCLC Connexion

QUALIFICATIONS

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

Education/Experience

- **The student** Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units or enrolled in 4 graduate units
- The 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 9 graduate units (full-time) at SJSU
- Work study student must be a matriculated SJSU student enrolled full-time in at least 12 undergraduate units or at least 8 graduate units

Knowledge, Skills, and Abilities required

- Attention to details
- Familiarity with personal computers
- Working knowledge of English grammar, spelling, and punctuation
- Ability to work independently with general supervision
- Maintain regular attendance and schedule

PHYSICAL REQUIREMENTS:

This position works in a typical library and office environment. The position requires lifting and moving boxes of books and pushing book trucks.

WORK SCHEDULE: 20 HOURS PER WEEK DURING THE SEMESTER

Monday:	8:30am – 5:00pm
Tuesday:	8:30am – 5:00pm
Wednesday:	8:30am – 5:00pm
Thursday:	8:30am – 5:00pm
Friday:	8:30am – 5:00pm
Saturday:	n/a
Sunday:	n/a

SALARY RANGE: Expected starting pay at \$16.20/hr.