

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
- Gaining expertise in developing independent working habits
- Gaining skills in organizing priorities in relation to job related tasks
- Develop skills in searching the library collections in varying formats

To apply for this position, please fill out the Student Assistant job application by clicking on the link below (note that you must be logged in to your one.SJSU account to access the link):

<https://forms.gle/PDtWa8LpUzJ6C2J2A>

Position Title:	Government Publications Student Assistant
Reporting Unit:	<input type="text"/>
Reporting Department:	Data and Resource Management
Reports To:	Student Assistant Supervisor

Position Objectives

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

Essential Duties and Responsibilities

<ul style="list-style-type: none"> ● Prepare disposal lists for regional library to review through FDLP eXchange
<ul style="list-style-type: none"> ● 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
<ul style="list-style-type: none"> ● Stamp and box materials for discard
<ul style="list-style-type: none"> ● Create and edit Excel spreadsheets/google sheets
<ul style="list-style-type: none"> ● Lift and move boxes of books
<ul style="list-style-type: none"> ● Push heavy book trucks

- Performs other duties as assigned

Learning Outcomes

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

Preferred Education

Class Level (check all that apply): Frosh Sophomore Junior Senior Graduate	
Major:	[All majors are welcome to apply.]
<u>Note:</u> A student must be a matriculated SJSU student enrolled in at least six (6) undergraduate or four (4) graduate units. An international student (undergraduate <u>and</u> graduate) must be a matriculated SJSU student enrolled in at least 12 units.	

Knowledge, Skills and Abilities

- Alma, Alma APIs, Excel, Word, Google Drive, PeopleSoft, Email, OCLC Connexion
- Attention to details
- Familiarity with personal computers
- Working knowledge of English grammar, spelling and punctuation
- Ability to work independently with general supervision
- Ability to work alone and with small and large groups of students, staff and faculty
- Working knowledge of Windows and Mac operating systems, Microsoft Office and Google Workspace
- Ability to learn policies and procedures, maintain regular attendance and schedule

Physical Requirements

The requirements listed below include physical abilities required to complete the essential functions of this position.

- Ability to sit at computer terminal for an extended period

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| <ul style="list-style-type: none"> • Ability to lift up to 40 lbs |
| <ul style="list-style-type: none"> • Requires lifting and moving boxes of books and pushing book trucks |
| <ul style="list-style-type: none"> • Work onsite |

Work Schedule

Number of hours available weekly:	10-20 during fall and spring semesters
Monday:	8:30 am - 5 pm
Tuesday:	8:30 am - 5 pm
Wednesday:	8:30 am - 5 pm
Thursday:	8:30 am - 5 pm
Friday:	8:30 am - 5 pm
Saturday	N/A
Sunday	N/A

Initial Hourly Rate

\$17.55 (Work Study students are strongly encouraged to apply)
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