

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.

https://docs.google.com/forms/d/e/1FAIpQLSfW1tzgOer-UeLJtNyb_4tJfWvwYK3xujM1UmcX6NLu6Filg/viewform?usp=sf_link

Position Title:	Institutional Repository Student Assistant
Reporting Unit:	<input type="text"/>
Reporting Department:	Innovations
Reports To:	Institutional Repository and Digital Scholarship Coordinator

Position Objectives

The Institutional Repository (ScholarWorks) promotes the scholarly and creative work of the faculty, students, and staff of San José State University. The Institutional Repository Student Assistant works with faculty and students to support the repository and keep it up to date.

Essential Duties and Responsibilities

● Checking copyright and publisher embargo policies via Sherpa/Romeo database and publishers' websites
● Creating, editing, and maintaining accurate and detailed repository records
● Conducting general research and citation verification using online search techniques, automated tools, and other resources as necessary
● Uploading bibliographic and full-text material into the repository
● Communicating through email with publishers, faculty, and library staff
● Other duties as assigned

Learning Outcomes (required for IRM; optional for other units)

<ul style="list-style-type: none"> Learn basic HTML and create code as necessary
<ul style="list-style-type: none"> Analyze self-archiving and copyright policies and apply those policies to publications on a CV
<ul style="list-style-type: none"> Gain expertise in email etiquette and business communication
<ul style="list-style-type: none"> Evaluate publications and determine if they fit the criteria for inclusion in the repository
<ul style="list-style-type: none"> Build communication and collaboration skills

Preferred Education

Class Level (check all that apply): <input type="checkbox"/> Frosh <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior <input type="checkbox"/> Graduate	
Major:	[All majors are welcome to apply.]
<p><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.</p>	

Knowledge, Skills and Abilities

<ul style="list-style-type: none"> Attention to details
<ul style="list-style-type: none"> Strong oral and written communication skills
<ul style="list-style-type: none"> Proficient in using personal computers and GSuite applications
<ul style="list-style-type: none"> Ability to work independently with general supervision
<ul style="list-style-type: none"> Maintain regular attendance and schedule
<ul style="list-style-type: none"> Ability to learn policies and procedures
<ul style="list-style-type: none"> Strong customer service skills and ability to work collaboratively with a diverse community

Physical Requirements

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

<ul style="list-style-type: none"> Ability to sit at a computer terminal for an extended period
<ul style="list-style-type: none"> Work onsite

Work Schedule

Number of hours available weekly:	10-20 during the fall and spring semesters
Sunday:	N/A
Monday:	8:30 am - 5:00 pm
Tuesday:	8:30 am - 5:00 pm
Wednesday:	8:30 am - 5:00 pm
Thursday:	8:30 am - 5:00 pm
Friday:	8:30 am - 5:00 pm
Saturday:	N/A

Initial Hourly Rate

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