

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 actively contributing to development of a digital collection/archive about an ethnic community in Silicon Valley.

To apply for this position, please fill out the “Desis of Silicon valley Speak: An Oral History” Student-Assistant job application.

https://docs.google.com/forms/d/e/1FAIpQLSdS7QIWLonfC55NTNEnK0VHT1bJ2IMZqZ1kTKhd19r7WFSwYQ/viewform?usp=sf_link

Position Title:

Student-Assistant for “Desis of Silicon valley Speak: An Oral History”

Reporting Unit:

Reporting Department:

University Library

Reports To:

Collection Strategy Librarian

ESSENTIAL DUTIES AND RESPONSIBILITIES

- "Desis of Silicon Valley Speak: An Oral History" is an ongoing oral history archive in which the voices and stories of the Asian Indian, or Desi, community are recorded.
- The student will transcribe interviews, edit videos, and continue to build the digital collection at the library.
- Learn to use Islandora (digital content management platform) to upload videos, edit and add transcriptions.

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
- Preference: Knowledge of or familiarity with one or more languages of India
- 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.
- 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 will include mostly remote work. Occasionally, the student will meet with the supervisor on Zoom or in the office at the library.

WORK SCHEDULE: 20 hours per week, August 21 - Dec 15, 2024.

Fall 2024 University Library Open Hours

Monday:	8:00 a.m. – 12:00 a.m.
Tuesday:	8:00 a.m. – 12:00 a.m.
Wednesday:	8:00 a.m. – 12:00 a.m.
Thursday:	8:00 a.m. – 12:00 a.m.
Friday:	8:00 a.m. – 6:00 p.m.
Saturday:	8:00 a.m. – 6:00 p.m.
Sunday:	1:00 p.m. – 12:00 a.m.

INITIAL HIRING SALARY: \$20.00 per hour

July 17, 2024