

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/DzVDrrdn1Cd8CkVy7>

Position Title:	MULTIMEDIA & COMMUNICATION STUDENT ASSISTANT (2 Positions)
Reporting Unit:	<input type="text"/>
Reporting Department:	n/a
Reports To:	Project and Communication Manager

Position Objectives

San José State University (SJSU) King Library brings people, ideas, and information together through its spaces, resources, and expertise to facilitate community building, innovation, and knowledge creation.

We are seeking two (2) talented, hard-working, and passionate SJSU students to join our innovative and dynamic student marketing communications team as a part-time Multimedia & Communication Student Assistant! This position will be in-person and its primary responsibility is supporting the Library Marketing Team multimedia digital strategy and event and communication strategy.

We are seeking two (2) multimedia & communication student assistants: one with advanced visual design skills and the second position contributing to event and social media planning and influencing.

Essential Duties and Responsibilities

<ul style="list-style-type: none"> ● Serve as a SJSU King Library brand ambassador
<ul style="list-style-type: none"> ● Work collaboratively with other team members
<ul style="list-style-type: none"> ● Plan, organize and implement compelling marketing materials for library communication strategy and

programs
<ul style="list-style-type: none"> • Create compelling visual and written content for social media platforms aligned with communication strategy
<ul style="list-style-type: none"> • Leverage AI technologies to create content better and faster
<ul style="list-style-type: none"> • Assist with event and program coordination
<ul style="list-style-type: none"> • Other duties as assigned

Preferred Education

Class Level (check all that apply): Frosh Sophomore Junior Senior Graduate	
Major:	The position's primary goal is to build student's portfolios for their careers in their major. (Design, MLIS, English & Comparative Lit, Marketing, Hospitality, Tourism and Event Management, Marketing, Journalism and Mass Communication) However, 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

<ul style="list-style-type: none"> • Working knowledge of social media platforms: HootSuite, Instagram, Facebook, X, and LinkedIn (social media role)
<ul style="list-style-type: none"> • Comfortable in front of a camera and ability to practice methods of improvisation (social media role)
<ul style="list-style-type: none"> • Advanced knowledge with design principles and software: Adobe Creative Suite and Canva (designer role)
<ul style="list-style-type: none"> • Strong creative and communication skills
<ul style="list-style-type: none"> • Must be punctual, a self-starter, and work independently with minimal supervision
<ul style="list-style-type: none"> • Ability to contribute to a positive workplace environment and practice flexibility with changing demands
<ul style="list-style-type: none"> • Detail oriented and diligent to follow-up and complete necessary tasks for assignments
<ul style="list-style-type: none"> • Strong customer service skills and ability to work collaboratively with a diverse community
<ul style="list-style-type: none"> • Ability to work alone and with small and large groups of students, staff and faculty
<ul style="list-style-type: none"> • Working knowledge of Google Workspace, Adobe Creative Cloud, Cloud Windows and Mac operating systems, and
<ul style="list-style-type: none"> • Ability to learn policies and procedures

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 computer terminal for an extended period
<ul style="list-style-type: none"> • Ability to lift up to 20 lbs
<ul style="list-style-type: none"> • Work onsite

Work Schedule

Sunday:	N/A
Monday:	Anytime between the hours of 8-6 p.m.
Tuesday:	Anytime between the hours of 8-6 p.m.
Wednesday:	Anytime between the hours of 8-6 p.m.
Thursday:	Anytime between the hours of 8-6 p.m.
Friday:	Anytime between the hours of 8-6 p.m.
Saturday:	Opportunity to work occasionally on Saturdays if there is an event

Initial Hourly Rate

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