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
- Developing 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/1FAIpQLSc6U9Plx-OTPEkS3RGh1dxyk7O05r_7gQSQlIrDPbT8-m_iyA/viewform?usp=sf_link

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>Rapid Prototyping Lab Student Assistant</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reporting Unit:</td>
<td>Student Technology Training</td>
</tr>
<tr>
<td>Reporting Department:</td>
<td>Technology Training Center</td>
</tr>
<tr>
<td>Reports To:</td>
<td>Student Technology Training Coordinator</td>
</tr>
</tbody>
</table>

**Position Objectives**

The Rapid Prototyping Lab goal is to serve as a space to encourage innovation, creativity, and collaboration among students, staff, and faculty.

**Essential Duties and Responsibilities**

- Support student led classes in sharing cross-disciplinary research amongst peers (Student 2 Student Series: S2S)
- Assist in researching and developing unique project plans using lab equipment to encourage innovation (Inspiration Projects)
- Collaborate with staff and faculty to assist students in course projects and research needs
- Schedule, coordinate, and facilitate training sessions on equipment and technology
- Supervise students, staff, and faculty prototyping lab use
- Assist in troubleshooting and performing basic maintenance of equipment as needed

Template revised 07-17-2024
STUDENT ASSISTANT JOB OPPORTUNITY

- Operate various prototyping equipment and tools (i.e. laser cutter, vinyl cutter, power tools, etc.)
- Clean prototype space before and after closing
- Other duties as assigned

Learning Outcomes

- Use instructional design methods to lead and develop workshops, classes, and tutorials both for one-on-one and groups settings
- Foster innovation and design through use of the technologies, systems, and software
- Work independently to research, design, and propose improvements to current processes
- Develop independent troubleshooting skills and resolve issues related to makerspace equipment
- Gain expertise in creating training documentation and video tutorials

Preferred Education

Class Level (check all that apply):
- Frosh
- Sophomore
- Junior
- Senior
- Graduate

Major: All majors are welcome to apply.

Note: A student must be a matriculated SJSU student enrolled in at least six (6) undergraduate or four (4) graduate units. An international student (undergraduate and graduate) must be a matriculated SJSU student enrolled in at least 12 units.

Knowledge, Skills and Abilities

- Ability to use troubleshooting techniques to solve equipment and technology problems
- Able to provide instruction to individuals or small groups
- Strong customer service skills and ability to work collaboratively with a diverse community
- Ability to work alone and with small and large groups of students, staff and faculty
- Strong oral and written communication skills
- Working knowledge of Windows and Mac operating systems, Microsoft Office, Adobe Creative Suite, Google Workspace
- Ability to learn policies and procedures

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

- Able to sit at a computer terminal for an extended period.
- Ability to lift up to 40 lbs
- Work onsite

**Work Schedule**

<table>
<thead>
<tr>
<th>Number of hours available weekly:</th>
<th>10-20 during fall and spring semesters - based on schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunday:</td>
<td>N/A</td>
</tr>
<tr>
<td>Monday:</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Tuesday:</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Wednesday:</td>
<td>9:00 a.m. - 3:00 p.m.</td>
</tr>
<tr>
<td>Thursday:</td>
<td>9:00 a.m. - 3:00 p.m.</td>
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<tr>
<td>Friday:</td>
<td>N/A</td>
</tr>
<tr>
<td>Saturday:</td>
<td>N/A</td>
</tr>
</tbody>
</table>

**Initial Hourly Rate**

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