

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/1FAIpQLSc6U9Plx-OTPEkS3RGh1dxyk7O05r\\_7gQSQIlrDPbT8-m\\_1yA/viewform?usp=sf\\_link](https://docs.google.com/forms/d/e/1FAIpQLSc6U9Plx-OTPEkS3RGh1dxyk7O05r_7gQSQIlrDPbT8-m_1yA/viewform?usp=sf_link)

<b>Position Title:</b>	Rapid Prototyping Lab Student Assistant
<b>Reporting Unit:</b>	<input type="text"/>
<b>Reporting Department:</b>	Technology Training Center
<b>Reports To:</b>	Student Technology Training Coordinator

**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**

<ul style="list-style-type: none"> <li>● Support student led classes in sharing cross-disciplinary research amongst peers (Student 2 Student Series: S2S)</li> </ul>
<ul style="list-style-type: none"> <li>● Assist in researching and developing unique project plans using lab equipment to encourage innovation (Inspiration Projects)</li> </ul>
<ul style="list-style-type: none"> <li>● Collaborate with staff and faculty to assist students in course projects and research needs</li> </ul>
<ul style="list-style-type: none"> <li>● Schedule, coordinate, and facilitate training sessions on equipment and technology</li> </ul>
<ul style="list-style-type: none"> <li>● Supervise students, staff, and faculty prototyping lab use</li> </ul>
<ul style="list-style-type: none"> <li>● Assist in troubleshooting and performing basic maintenance of equipment as needed</li> </ul>

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| <ul style="list-style-type: none"> <li>• Operate various prototyping equipment and tools (i.e. laser cutter, vinyl cutter, power tools, etc.)</li> </ul> |
| <ul style="list-style-type: none"> <li>• Clean prototype space before and after closing</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Other duties as assigned</li> </ul>   |

**Learning Outcomes**

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| <ul style="list-style-type: none"> <li>• Use instructional design methods to lead and develop workshops, classes, and tutorials both for one-on-one and groups settings</li> </ul> |
| <ul style="list-style-type: none"> <li>• Foster innovation and design through use of the technologies, systems, and software</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Work independently to research, design, and propose improvements to current processes</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Develop independent troubleshooting skills and resolve issues related to makerspace equipment</li> </ul>                                  |
| <ul style="list-style-type: none"> <li>• Gain expertise in creating training documentation and video tutorials</li> </ul>  |

**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**

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| <ul style="list-style-type: none"> <li>• Ability to use troubleshooting techniques to solve equipment and technology problems</li> </ul>                             |
| <ul style="list-style-type: none"> <li>• Able to provide instruction to individuals or small groups</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Strong customer service skills and ability to work collaboratively with a diverse community</li> </ul>                      |
| <ul style="list-style-type: none"> <li>• Ability to work alone and with small and large groups of students, staff and faculty</li> </ul>                             |
| <ul style="list-style-type: none"> <li>• Strong oral and written communication skills</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Working knowledge of Windows and Mac operating systems, Microsoft Office, Adobe Creative Suite, Google Workspace</li> </ul> |
| <ul style="list-style-type: none"> <li>• Ability to learn policies and procedures</li> </ul>   |

**Physical Requirements**

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

<ul style="list-style-type: none"> <li>• Able to sit at a computer terminal for an extended period.</li> </ul>
<ul style="list-style-type: none"> <li>• Ability to lift up to 40 lbs</li> </ul>
<ul style="list-style-type: none"> <li>• Work onsite</li> </ul>

**Work Schedule**

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

**Initial Hourly Rate**

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