To apply for this position please fill out the Rapid Prototype Student Assistant application. Thank you for your interest in working for the San Jose State University Library.

**Position Title:**
Rapid Prototype Student Assistant

**Reporting Unit:**
Innovation and Resource Services Department

**Reporting Dept.:**
Student Technology Training Center

**Reports To:**
Student Technology Training Coordinator

As members of the Library Late Night Tutoring staff, you will work with an individual or in small group sessions to answer questions on course content. Tutors are expected to have extensive knowledge of the subject they are hired to tutor and be able to communicate that knowledge to their peers.

**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
- 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 the 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.
Qualifications
The requirements listed below include the knowledge, skills, and/or abilities required.

1. Education/Experience
   • Student Assistant must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units; or …
   • International student must be a matriculating SJSU student enrolled full time in at least 12 undergraduate units, or enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester; or …
   • Work Study student must be a matriculating SJSU student enrolled full-time in at least 12 undergraduate units or at least 8 graduate units.
   • Completed the subject at a California State University or School that articulation agreement with California State University.

2. Knowledge, Skills, Abilities Required
   • Ability to use troubleshooting techniques to solve equipment and technology problems
   • Ability to work alone and with small and large groups of students, staff, and faculty
   • Strong customer service skills and ability to work collaboratively with a diverse community
   • Able to provide instruction to individuals or small groups
   • Working knowledge of Microsoft Office and Adobe Suite
   • Strong oral and written communication skills
   • Demonstrate competence in the safe use of the power equipment
   • Ability to learn policies and procedures

3. Equipment and Machine used Include but are not limited to:
   • Windows and Apple operating systems, 3D printers, laser cutters, vinyl cutters, power tools, and vacuum forming

4. Physical Requirements
   • The requirements listed below include physical abilities required to complete essential duties (e.g. The ability to lift 40 lbs.)
   • Able to sit at a computer terminal for an extended period.

5. Work schedule: 10-20 Hours per week during the semester

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<tr>
<th>Day</th>
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<tr>
<td>Monday</td>
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<td>Tuesday</td>
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<tr>
<td>Sunday</td>
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Desired class level – All
Major: All majors accepted
Salary: $16.20