Government Publications (DRM) Student Assistant Position Description

UNIVERSITY LIBRARY

One Washington Square • San José, CA 95192-0028

To apply for this position please fill out the Government Publication Student Assistant job application.

https://docs.google.com/forms/d/e/1FAIpQLSe1T3CSA69VbGxvLvP0H05o3H7WGlqtNCkCEnwTmCUmAHnZcw/viewform?usp=sf_link

Thank you for your interest in working for the San José State University Library.

Position Title: Government Publications Student Assistant
Reporting Unit: Systems and Metadata
Reporting Dept: Data and Resource Management
Reports To: Student Assistant Supervisor

The Data and Resource Management Department acquires and catalogs library materials and provides access to electronic resources.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Federal Documents Disposal project
- Prepare disposal lists for regional library to review through FDLP eXchange
- Prepare disposal lists that Materials previously offered to the CSL by selective as listed in the state’s Previous FDLP Disposal List Offers list for offering to other CSL and withdraw
- Box materials for discard

Cataloging and Database Maintenance
- Search and update records in Unified Library Management System (ULMS) Alma
- Search and retrieve materials from the library stacks
- Create sets of records in Alma
- Create and edit Excel spreadsheets/google sheets

Other Responsibilities
- Lift and move boxes of books
- Push heavy book trucks
- Performs other duties as assigned.
- Relocate materials from one location to another by updating cataloging record and re-labeling items.

Learning Outcomes
- Learn basic library fundamentals and resources and library management system
- Gain knowledge of library resources, spaces, and services
- Imagine ways to improve service with new workflows or technology
Equipment, Machines, Tools, Special materials used:
   PC, label printer

Utilities and software:
   Alma, Alma APIs, Excel, Word, Google Drive, PeopleSoft, Email, OCLC Connexion

QUALIFICATIONS
The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

1. Education/Experience
   - Student Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units or enrolled in 4 graduate units
   - International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units; or enrolled in at least 6 units as SJSU and at least 6 units at another qualified institution during the same semester; or 9 graduate units (full-time) at SJSU
   - Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units or at least 8 graduate units

2. Knowledge, Skills, Abilities required
   - Attention to details
   - Familiarity with personal computers
   - Working knowledge of English grammar, spelling and punctuation
   - Ability to work independently with general supervision
   - Maintain regular attendance and schedule

PHYSICAL REQUIREMENTS:

This position works in a typical library and office environment. Position requires lifting and moving boxes of books and pushing book trucks.

WORK SCHEDULE: 20 HOURS PER WEEK DURING SEMESTER

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Tuesday</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Wednesday</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Thursday</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Friday</td>
<td>8:30am – 5:00pm</td>
</tr>
<tr>
<td>Day</td>
<td>Availability</td>
</tr>
<tr>
<td>----------</td>
<td>--------------</td>
</tr>
<tr>
<td>Saturday</td>
<td>n/a</td>
</tr>
<tr>
<td>Sunday</td>
<td>n/a</td>
</tr>
</tbody>
</table>

Desired Class Level: All grade levels accepted

SALARY RANGE: Expected starting pay at $17.55/hr.