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

To apply for this position, please fill out the Resources & Analytics Student-Assistant job application.

Position Title: Resources & Analytics Student-Assistant

Reporting Unit: Resources & Analytics

Reporting Dept.: Data & Resource Management

Reports To: Acquisitions Specialist

**ESSENTIAL DUTIES AND RESPONSIBILITIES**

- Acquisitions receiving of monograph and/or serials materials
- Assist with verifying electronic resource access for library resources
- Perform end processing of SJSU Library materials that include printing and application of labels and barcodes
- Search and update records in the Integrated Library System (Alma)
- Relocate materials from one location to another by updating cataloging record and re-labeling items
- Search and retrieve materials from the library stacks
- Perform other duties as assigned

**Equipment, Machines, Tools, Special materials used:**
- PC, label printer, barcode duplicator

**Utilities and software:**
- Alma, OCLC, Excel, Word, PeopleSoft, Email

**LEARNING OBJECTIVES**

- Develop expertise in complex software applications and library technologies
- Design improvements for work processes, procedures, and policies
- Develop strong working habits, such as time management
- Learn to work both independently and in a team environment
QUALIFICATIONS

The requirements listed below include the equipment, knowledge, skills, and/or abilities to perform the essential functions of the position.

1. Education/Experience
   - Student Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units.
   - International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units.
   - Work study student must be a matriculated SJSU student enrolled fulltime in at least 12 undergraduate units.
   - All grade levels accepted.

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 with standard equipment and tasks. The position requires lifting and moving boxes of books and pushing book trucks.

WORK SCHEDULE: 20 Hours per week during the semester

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<tr>
<th>Day</th>
<th>Schedule</th>
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<tbody>
<tr>
<td>Monday</td>
<td>8:30 a.m. – 5:00 p.m.</td>
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<tr>
<td>Tuesday</td>
<td>8:30 a.m. – 5:00 p.m.</td>
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<td>Wednesday</td>
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<td>Saturday</td>
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INITIAL HIRING SALARY: $16.20 per hour