To apply for this position please fill out the SPSS Peer Mentor Student Assistant Job Application.

Position Title: Statistical Package for the Social Sciences (SPSS) Student Assistant

Reporting Unit: Innovation and Resource Services

Reporting Department: Student Technology Training Center

Reports To: Student Technology Training Coordinator

As members of the Library Student Technology training center, you will work with individual or small group sessions to answer questions on course Content. The SPSS Student assistant is 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

- Creating, editing and maintaining online resources for learning SPSS
- Provide small group and/or individual tutoring services with SPSS (Statistical Package for the Social Sciences).
- Adhere to the initial work schedule for the entire semester, unless otherwise approved by your supervisor.
- Attend all scheduled staff and training meetings (unless excused by your supervisor) and participate by proposing initiatives, addressing concerns, supporting colleagues, clarifying questions, and initiating discussions on current topics or scenarios.
- Communicate any concerns or suggestions regarding the program with your supervisor.
- Attend ongoing training sessions throughout the semester.
- Adhere to SJSU Library and University policies, procedures, and forms.
- Respond appropriately to constructive feedback and supervision from your supervisor.
- Other duties as assign

LEARNING OUTCOMES

- Learn to deal with difficult or stressful situations.
- Enhance your leadership skills
- Learn how to provide constructive feedback
- Learn how to identify, develop, and implement strategies, tutoring plans, for individualized and group sessions.
- Use instructional design methods to lead and develop workshops, classes, and tutorials both for one-on-one and groups settings

QUALIFICATIONS

The requirements listed below include the knowledge, skills, and/or abilities required

1. Education/Experience
   - SPSS Certified or minimum of two years of experience in SPSS (Statistical Package for the Social Sciences)
   - Demonstrated problem-solving, critical thinking, patience, & decision-making skills.

Updated: Feb 1, 2023
- 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.

2. Knowledge, Skills, & Abilities required
- Demonstrated expert knowledge of recent version(s) of SPSS
- Strong organizational, interpersonal, and communication skills.
- Ability to work in a diverse, team-driven environment with a variety of students, faculty, and staff.
- Friendly, respectful, and professional demeanor with a positive attitude.
- Demonstrated above-average creative problem-solving, critical thinking, patience, & decision-making skills.
- Strong oral and written communication skills
- Must be making progress towards earning a degree

3. Equipment and Machine used Include but are not limited to:
- **Equipment**: Windows and Apple operating systems
- **Software**: SPSS 25 and higher; Microsoft Office

4. PHYSICAL REQUIREMENTS:
- Able to sit at a computer terminal for an extended period.

**WORK SCHEDULE: 10-20 Hours per week during semester**

**FALL & SPRING LIBRARY OPEN HOURS**

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<tr>
<th>Day</th>
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<tr>
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Desired Class Level: All class levels accepted

Major: All majors accepted

Initial hiring Salary: $17.00/hr

Updated: Feb 1, 2023