

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, and building leadership abilities.

To apply for this position, please fill out the Stack Maintenance Student-Assistant job application.

https://docs.google.com/forms/d/e/1FAIpQLSeLMUVDsJ-0J5887kr3VGLRYOYhdsNF26HavAkH001xq3iEmg/viewform?usp=sf_link

Position Title:

Stack Maintenance (SUMMER) Student-Assistant

Reporting Unit:

User Experience

Reporting Department:

MLK Library Stack Maintenance

Reports To:

Stack Maintenance Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Check-in of returns, sorting library materials, and shelving materials according to library classification systems along with floor sweeps, shelf-reading and checking of University Library spaces to ensure correct classification adherence and orderly function.
- Responsive to patron inquiries while performing assigned tasks, assist in searching library materials, creating library collection exhibits and other projects.

QUALIFICATIONS

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

- The Student-Assistant must be a matriculated SJSU student enrolled in at least 6 undergraduate or 4 graduate units
 - An International student must be a matriculated SJSU student enrolled full-time in at least 12 undergraduate or 9 graduate units, -or- enrolled in at least 6 units at SJSU and at least 6 units at another qualified institution during the same semester

- Work Study student preferred
 - A Work Study Student-Assistant must be a matriculated SJSU student enrolled full-time in at least 12 undergraduate or 8 graduate units
- Students must be enrolled in classes for Fall 2024 before working in the Summer 2024 Semester
- Effective oral and written communication skills with various audiences, including students, faculty, staff, and members of the public
- Moderate to advanced computer skills, including MS Word, Excel, internet, and Gmail. Student-Assistants are provided on-the-job training in the use of Library Management software including ExLibris Alma, Primo and Springshare.
- Attention to detail and ability to follow established procedures
- Ability to work independently and employ effective judgment under general supervision
- Ability to contribute to a positive and diverse workplace environment
- Commitment to an established work schedule with punctual attendance
- Ability to maintain a professional appearance and demeanor
- Ability to adhere to university and library policies
- Ability to respectfully serve as a representative of SJSU and King Library
- Ability to work Weekends highly desired
- This position is for Summer 2024 dependent on availability and HR Clearance - Verified Fall Enrollment required
- Continued employment for Fall 2024 contingent on Summer 2024 attendance and performance

PHYSICAL REQUIREMENTS

This position works in a typical library and office environment with standard equipment and tasks. This position requires an on-site presence. The position requires long periods of standing, crouching, and physical labor to maintain the University Library collection. The position requires the ability to lift up to 20 lbs and to transport materials on library carts.

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

Summer 2024 HOURS

Sunday:	12:00pm – 5:00pm
Monday:	9:00 am – 7:00pm
Tuesday:	9:00 am – 7:00pm
Wednesday:	9:00 am – 7:00pm
Thursday:	9:00 am – 7:00pm
Friday:	9:00 am – 5:00pm
Saturday:	12:00pm – 5:00pm

INITIAL HIRING SALARY: \$17.55 per hour