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, building leadership abilities, and gaining technological expertise and critical thinking skills.

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

https://docs.google.com/forms/d/e/1FAIpQLSd-J7E_VHKIxwypRlsA7xUgCqK0wqeONmDw-ESYfaFotBpc2w/viewform?usp=sf_link

Position Title:
Student Computing Services Student-Assistant

Reporting Unit:
User Experience

Reporting Department:
University Library

Reports To:
Student Computing and Media Services Coordinator

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Have proficiency with laptops and tablets as well as other common consumer electronics and be able to explain basic use to patrons; this includes Windows and Apple based laptops, PC’s, iPads mobile devices, digital cameras, projectors & auxiliary equipment such as chargers, adapters and other items.
- Duties will also include operations with the Sound Studio (recording studio equipment) and the Practice Presentation Room and use of locker-based fulfillment systems. Training for these resources will be provided.
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
- 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 daily routine checks for monitoring operating systems, and for basic troubleshooting and use of the Sound Studio and Practice Presentation Room.
- 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

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 is required to work at a computer terminal and desk for long periods of time. The position requires the ability to lift up to 20 lbs and to transport materials on library carts. Additional physical abilities required to complete the essential duties of the position include transferring bulk piles of laptops from Student Computing Services to the IT help desk.

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

<table>
<thead>
<tr>
<th>Fall 2023 University Library Open Hours</th>
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<tbody>
<tr>
<td>Monday:</td>
<td>9:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>Tuesday:</td>
<td>9:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>Wednesday:</td>
<td>9:00 a.m. – 7:00 p.m.</td>
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<tr>
<td>Thursday:</td>
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<td>Friday:</td>
<td>9:00 a.m. – 5:00 p.m.</td>
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<tr>
<td>Saturday:</td>
<td>1:00 p.m. – 5:00 p.m.</td>
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</table>
Sunday: 1:00 p.m. – 5:00 p.m.

INITIAL HIRING SALARY: **$17.00 per hour**