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

To apply for this position please fill out the Stack Maintenance Student Assistant Job Application.

Position Title: Stack Maintenance Student Assistant

Reporting Unit: User Experience

Reporting Department: University Library

Reports To: Stack Maintenance Coordinator

The Stack Maintenance department works to maintain the physical collections and spaces of San José State University Library.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Check-in of returns, sorting library materials, and shelving materials according to library classification systems
- Conducting floor sweeps to monitor library collections and spaces for stray library materials
- Shelf-reading floor’s collections to ensure correct classification adherence and familiarization with library materials
- Periodically check for adequate collection shelving space and reporting shortages to supervisor
- Understand library emergency procedures and when to report situations to supervisor and/or library security personnel
- Responsive to patron inquiries while performing assigned tasks
- Assist in searching library materials, creating library collection exhibits, and other projects
- Performing other duties as assigned

DESIRED OUTCOMES

Working for the library will gain you these valuable and relevant professional skills:

- Learn basic library fundamentals and resources
- Become adept at professionally navigating within a complex organization
- Develop team building skills
- Gain expertise in relevant complex software applications and technology
- Foster strong working habits, such as time management
- Establish excellent verbal and written communication skills

QUALIFICATIONS

1. **Non-Work Study Student** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units
2. **International Student** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units
3. **Work Study Student** must be a matriculating SJSU student enrolled in at least 6 undergraduate or 4 graduate units

Students with available Work Study funds should indicate the allotment in their application

KNOWLEDGE, SKILLS, ABILITIES REQUIRED
● Conscientious with attention to details
● Ability to work independently with general supervision
● Strong teamwork qualities for specific tasks
● Capable in prioritizing different work assignments
● Working knowledge of English grammar, spelling and punctuation
● Capability to learn policies and procedures
● Personal responsibility in balancing work, school, and livelihood
● Commit to established schedule with absence requests provided in advance

Other Qualifications

● Previous library experience helpful, but not required
● Excellent interpersonal and communication skills
● Availability on Weekends and during Winter/Summer breaks highly desired

PHYSICAL REQUIREMENTS

Able to lift up to 25 pounds and transport materials on library book trucks

WORK SCHEDULE: 10-20 HOURS PER WEEK DURING FALL/Spring SEMESTERS

● Student assistants can only work up to 20 hours per week across all Campus jobs while enrolled in classes
● Winter and Summer intersessions allow up to 40 hours per week if Student Assistant is not attending classes
● Current hours for Fall 2022 is provided below, but subject to change depending on library’s open hours

FALL 2022 HOURS

<table>
<thead>
<tr>
<th>Day</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday</td>
<td>12:00pm – 5:00pm</td>
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<tr>
<td>Monday</td>
<td>9:00am – 7:00pm</td>
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<td>Tuesday</td>
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<tr>
<td>Friday</td>
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<tr>
<td>Saturday</td>
<td>12:00pm – 5:00pm</td>
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</tbody>
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Desired Class Level: All class levels accepted

Expected Starting Pay: $16.20 per hour