

Department: **University Library**

Working Title: **Reference, Instruction, and Outreach Intern**

Classification: **Instructional Student Assistant**

Number of Openings: **2**

Pay Rate: **\$22/hour**

Appointment: **8-10**

Expected Dates of Employment: **Fall: 8/20 – 12/6 Spring: 1/21- 5/9**

Deadline to Apply: **Jun 15, 2024**

Requisition #: **LIBR_ISA_2425**

DUTIES OF THE POSITION

This position will include significant time at the in-person reference desk and staffing virtual reference. This entails answering directional, reference, and research questions, mostly for undergraduate students, but also for graduate students, faculty, and the public. Extensive training and support will be provided.

Depending on the interests and background of the intern, the internship may also include:

- teaching library instruction session for first-year undergraduate courses
- updating or creating LibGuide research guides
- assisting with outreach events, such as tours and book displays.

MINIMUM QUALIFICATIONS

The ability to learn and perform assigned work; work cooperatively with faculty, staff, and other students; and accept responsibility. Completion of specific coursework may be required in order to teach, grade, complete research, or tutor for a course. Admission or registration as a University student. Note: Exceptions to the minimum eligibility qualifications may be granted at the sole discretion of the University.

HIRING CRITERIA

Students must be enrolled in San Jose State University's Master in Library and Information Science program and have completed all core classes (INFO 203, 200, 202, 204), and will ideally have taken or concurrently enrolled in INFO 210, 244 and/or 254.

HOW TO APPLY

Applicants must submit a CV/Resume and [Internship Application](#) to kaitlin.springmier@sonoma.edu

HIRING NOTIFICATION

Applicants will be notified of a receipt of application, and if qualified, will be invited to a brief Zoom interview.

SUPERVISOR

Kaitlin Springmier, Library Faculty Chair

707-664-3542

kaitlin.springmier@sonoma.edu

OTHER INFORMATION

- The classification, Instructional Student Assistant, is one of three classifications in a collective bargaining unit, Unit 11. Instructional Student Assistants, who must be currently enrolled University students, perform tutoring, grading, or teaching-related duties under the supervision of faculty or professional staff.
- Sonoma State University hires only individuals lawfully authorized to work in the United States. All offers of employment are contingent upon presentation of documents demonstrating the appointee's identity and eligibility to work, in accordance with the provisions of the Immigration Reform and Control Act.
- The university is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.
- This position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment.
- Successful candidates may be required to do a background check (including a criminal records check) before work in the position can begin.

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