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| Department: Library | Supervisor: Katherine Luce |
| Job Title: AL\$ Student Assistant | Hours to be Worked: 4-8 hours/week, schedule TBD |
| Pay Level: Level II | Hourly Pay Rate: \$15.50-\$17.00/hour |

Job Summary (purpose of nature of work): Working closely with the Affordable Learning Solutions (AL\$) coordinator, assist with the AL\$ program at Cal Maritime. The AL\$ program encourages faculty to change from expensive textbooks to free and low-cost textbooks and other course materials, and is supported by the Chancellor's Office of the CSU. Duties include significant use of Excel, record-keeping, research, marketing, and outreach. This position is not a regular Library Student Assistant position involving work at the Library front desk. It is grant-funded and not eligible for work study.

Job Duties:

- Gather and manage information related to AL\$ program using Microsoft Excel.
- Assist with event and workshop planning and publicity.
- Act as textbook affordability ambassador to students, including student government.
- Create logos, images, certificates, brochures and other outreach materials using Adobe Creative Suite, Canva or other design software (as experience allows).
- Other duties in support of AL\$ program as assigned.

Required (or Preferred) Skills, Knowledge, and Abilities:

- Strong organizational, analytical and writing skills.
- Ability to enter and format information; check for accuracy; and use basic formulas and functions in Microsoft Excel.
- Comfort with technology and attention to detail.
- Ability to follow directions, work collaboratively, and work independently.
- Knowledge of MS Office suite programs or ability and willingness to learn.
- Graphic design skills and knowledge of design software, or ability to learn.
- Willingness to act as an ambassador to students on campus.
- Enthusiasm for free and low-cost course materials is a plus!