San Jose State University Research Foundation

**Position:** Design Intern/Student Assistant (Summer 2019)

**DEPARTMENT:** Research will be done under the auspices of the Psychology Department at San José State University

**IMMEDIATE SUPERVISOR:** Project Director

**POSTING DATE:** 3/21/2019

**CLOSING DATE:** Open until filled

**SALARY:** $15.00 - $25.00 per hour/DOQ/E

**EXEMPT STATUS:** Non-Exempt

**APPOINTMENT:** This internship is for approximately 12 weeks during the summer.

**GENERAL NATURE OF POSITION:**

The Department of Psychology at San José State University is involved in collaborative research with civil service scientists from the Human-Computer Interaction (HCI) Research Group of the Human Systems Integration Division at the NASA Ames Research Center (ARC) in Mountain View, CA. The research is centered on the development, design and testing of next-generation mission planning systems for NASA’s space explorations missions.

We are seeking a summer intern who will contribute to our efforts in the areas of mission planning, crew autonomy, and NASA education outreach. This summer, you will have the opportunity to work on the Scheduling and Planning Interfaces for Exploration (SPIFe) team within the Human-Computer Interaction (HCI) Group at NASA Ames Research Center. During your internship, you can learn about the challenges of building software for mission control and astronauts in an effort to support human exploration on Mars and beyond. In addition, you will also demonstrate and advance your software development skills by supporting NASA initiatives and programs. The work that you do during this internship will very likely go into production, both for the web and eventually space!

This intern will work on-site at NASA Ames Research Center in Mountain View, California. The duration of this summer internship will be approximately 12 weeks.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1. Research, design, test, and prototype designs that you will present to both the team and subject matter experts.
2. Assist in the development of software prototypes using a rapid prototyping, user-centered design approach to evaluate conceptual user interfaces.
3. Explore novel solutions for expanding the capabilities of our software tools.
4. Conduct user research and user experience studies.
5. Conduct qualitative data analysis and usability tests.
6. Collaborate a team of design and development interns to execute your vision.
7. Work directly with the core team members for mentorship and guidance.
8. Potential front-end web design and development.
9. Other duties as assigned by the Project Director.

INTERPERSONAL CONTACTS:
1. Reports to the Project Director.
2. Works and interacts with NASA Ames civil service and other Research Foundation co-workers; including student assistants and interns on a daily basis.

QUALIFICATIONS:
1. Education
   - Must be a student properly enrolled and in good standing at either SJSU or another institution of higher learning; actively pursuing a degree in UX Design/Research, Interaction Design, Product Design, Human-Computer Interaction, Information Systems, Computer Science, UX or similar fields required.
   - Must have completed at least one year of college.
   - Must have a GPA of at least 3.0 on a 4.0 scale.

2. Experience
   - Portfolio of relevant design work required.
   - At least one year of experience with design and prototyping tools such as Sketch, Figma, Adobe Creative Suite, Invision, Principle, or similar tools required. Relevant coursework with these tools can be substituted for experience.
   - At least one year of experience with HTML/CSS, Javascript, and front-end web development a plus. Relevant coursework with these tools can be substituted for experience.
   - At least one year of experience with back-end web development a plus. Relevant coursework can be substituted for experience.

3. Knowledge, Skills, Abilities required
   - General understanding of user research and user testing methodologies required.
   - Working knowledge of current computer and office automation equipment.
   - Proficient in MS Office (Word, Excel, PowerPoint), or other applicable software packages.
   - Strong written and verbal communication and leadership skills required.
   - Ability to use initiative and sound independent judgment within established guidelines.
   - Ability to organize work, set priorities and meet critical deadlines with little supervision.
   - Ability to work effectively and maintain cooperative working relationships with others.
   - Ability to manage time effectively.
   - Ability to work individually and in a team.

4. Physical Requirement
   - Must be able to operate a PC including mouse and keyboard.
   - Must be able to operate general office equipment.
   - Visual acuity associated with concentrated computer use.
   - Located at the NASA Ames Research Center. Therefore, employee must meet security qualifications for entrance to the Center.
   - Employee will be a US citizen or Permanent Resident.
   - Must be at least 18 years old.

5. Complexity of Duties
   - Works under general supervision on specific assignments following established policies, procedures and practices.
   - Work is subject to regular checks and review to ensure compliance with procedures.
   - Failure to achieve results is normally capable of being overcome without serious effect on schedules and programs.
SUPERVISORY RESPONSIBILITIES:
None.

This position description intends to describe the general nature and level of work being performed by people assigned to this job. It is not intended to include all duties and responsibilities. The order in which duties and responsibilities are listed is not significant.

APPLICATION PROCEDURE
To apply for this position, an applicant must submit a formal application for employment, as well as a resume and a cover letter. The applicant may do this via e-mail or by regular mail. The formal employment application is located at http://www.sjsu.edu/researchfoundation/open/Employment%20Application%20Form_new.pdf

It may also be obtained from the Research Foundation through its website at http://www.sjsu.edu/researchfoundation/open/index.html.

An applicant may also apply in person by visiting the Research Foundation, located at 210 North 4th Street, 4th Floor, San Jose, CA (corner of St. James and North 4th Streets). Please address your formal application, your resume and your letter of interest directly to:

San Jose State University Research Foundation
Attn: HR/Job Code NASADES
210 North 4th Street
San Jose, CA  95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation:

The San Jose State Research Foundation is committed to providing access, equal opportunity and reasonable accommodation for individuals with physical or mental disabilities in the employment, recruitment, examination, hiring and interviewing processes. If you are a job seeker with a physical or mental disability and require a reasonable accommodation to search, apply, or interview for a job opening or otherwise need a reasonable accommodation during the application and hiring process, please contact us at foundation-jobs@sjsu.edu. In the email message, please indicate your full name, phone number and the type of assistance required. You must not reveal the underlying medical reason for your needed reasonable accommodation or otherwise disclose confidential medical information. You may also call (408) 924-1400 from 8:00am to 5:00pm (PST), Monday through Friday, excluding holidays, to get assistance.

Research Foundation employment is separate and distinct from San Jose State University or State of California employment. Research Foundation employees are not employees of either SJSU or of the state of California.

The San Jose State University Research Foundation (SJSURF) is a non-profit auxiliary of San Jose State University. SJSURF is totally self supported. The majority of the organization’s funding comes from the federal government, and other public and private entities. With annual revenues totaling over $65 million, programs managed through SJSURF cover a rich diversity of applied research, public services, and educational related activities.

SAN JOSE STATE UNIVERSITY RESEARCH FOUNDATION is an Equal Opportunity Employer and does not discriminate on the basis of race, color, creed, gender, religion, marital status, registered domestic partner status, age, national origin, ancestry, physical or mental disability, medical condition, sex, genetic information, sexual orientation, military and veteran status or any other consideration made unlawful by federal, state, or local laws. It
also prohibits unlawful discrimination based on the perception that anyone has any of those characteristics, or is associated with a person who has or is perceived as having any of those characteristics.

The SJSURF has implemented California State University Executive Order 1083 (http://www.calstate.edu/EO-1083.pdf). By policy, all SJSURF employees are mandated reporters for suspected child abuse or neglect and are expected to undergo formal training in accordance with the directives of the Executive Order.

The SJSURF has also implemented California State University Policy Memorandum HR 2015 – 08 (http://www.calstate.edu/HRAdm/pdf2015/HR2015-08.pdf).

A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the SJSURF. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current SJSURF employees who apply for the position.