Position:

DEPARTMENT:

IMMEDIATE SUPERVISOR:

POSTING DATE:

CLOSING DATE:

SALARY:

EXEMPT STATUS:

APPOINTMENT: Position is contingent on receipt of grant and is renewable each year dependent on funding

GENERAL NATURE OF POSITION:

ESSENTIAL DUTIES & RESPONSIBILITIES:

1.

2.

3.

4.

5.

INTERPERSONAL CONTACTS:

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QUALIFICATIONS:

1) Education and Experience

2) Knowledge, Skills and Abilities required

3) Environmental Conditions

4) Complexity of Duties

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.

SUPERVISORY RESPONSIBILITIES:

APPLICATION PROCEDURE

To apply for this position, you may submit a letter of interest and a resume or an application. An application and other information may be obtained from the Foundation Human Resources Department, through the Foundation’s web site at http://www.sjsu.edu/depts/Foundation/homepage.html, or in person by visiting the Foundation, located at 210 N. Fourth St., San Jose, CA (corner of St. James & Fourth St.) An application will be required for those interviewed.

San Jose State University Foundation
Attn: HR/Job Code ____
210 N. Fourth St.
San Jose, CA 95112
E-mail: jobs@foundation.sjsu.edu

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