Position: Administrative Coordinator

| DEPARTMENT: | Department of Justice Studies, College of Health and Human Sciences (CHHS) |
| IMEDIATE SUPERVISOR: | Program Manager |
| POSTING DATE: | January 2, 2020 |
| CLOSING DATE: | January 9, 2020 |
| SALARY: | Range: $29.00 to $35.00 per hour, DOQ/E Part-Time (32 hours per week), Benefited This position is at 80% time effort. Continuation of the position is dependent upon the availability of government funding/grant. |
| BENEFITS: | Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 7 HMO's; company paid dental and vision insurance for employees and eligible dependents; Life, AD&D, and LTD coverage; paid federal and state holidays; a 403 (b) retirement option with a 7% employer retirement contribution following 1 year of benefited employment, with immediate vesting; vacation accruals and a stand-alone sick leave hours accumulation; and a subsidized post-retirement medical insurance plan for eligible employees. |
| EXEMPT STATUS: | Non Exempt (Hourly) |

GENERAL NATURE OF POSITION:
The Record Clearance Project (RCP) Path to Expungement (P2E) Administrative Coordinator at San Jose State University will help to implement the P2E program. The P2E team of mentors, supported by student assistants and staff, help clients receive needed services and guide them toward eligibility for clearing their records. Duties start while clients are in custody and continue upon release as the P2E team helps clients move forward with their lives.

The P2E Administrative Coordinator will be in charge of administrative operations of the P2E and perform duties, as noted below.
ESSENTIAL DUTIES & RESPONSIBILITIES:

1) Client/community relations:
   - Supervise service delivery, including community presentations by scheduling, planning and presenting effective, responsive services.
   - Assure prompt, accurate response to community inquiries for services.
   - Serve as liaison to reentry community.
   - Schedule and manage special events involving P2E.
   - Provide monthly reports regarding P2E services completed, along with required data to funder.

2) Case management, record-keeping, data collection, analysis and reporting:
   - Supervise collection, maintenance and analysis of P2E data.
   - Provide reports regarding P2E services provided and required data.
   - Collect client evaluations of P2E services (in-custody, 3-month, 6-month) and tabulate into cumulative report.

3) Financial and account management:
   - Track and arrange payment for P2E program expenses and employee reimbursement.

4) Supervise staff, mentors and volunteers; coordinate supervision of students with Project Director and other staff.

5) Other duties as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Project Director.
2) Interacts with internal office staff on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as vendors.

SUPERVISORY RESPONSIBILITIES
None, though will be asked to guide, direct, or assign activities of the Service Delivery Team, including student assistants.

QUALIFICATIONS:

1) Education and Experience
   - Bachelor’s degree (or higher) in legal studies or equivalent is required.
   - Minimum of 1 year of related experience.
   - 2 years of experience working in a diverse, multi-cultural setting is preferred.
   - 2 years of experience working in self-directed, high initiative-low supervision environments is preferred.

2) Knowledge, Skills, Abilities Required
   - Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.
   - Outstanding organizational and time management skills, including knowledge of database management and reporting.
   - Knowledge of expungement law.
Knowledge of issues affecting low income communities and/or communities of color.
High level of professionalism and attention to detail.
Ability to maintain confidential, sensitive information.
Excellent oral, written and interpersonal communication skills.
Exceptional initiative and creativity; strong leadership skills.
Ability to work collaboratively in a team setting with students and community members.
Valid California driver’s license and a good DMV record is required.
Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
Able and willing to deliver friendly, courteous, prompt customer service.
Strong interpersonal skills and multicultural competencies.
Ability to collaborate with people from many academic disciplines, cultures and nationalities.

3) Complexity of Duties
- Exercises fairly independent judgment in developing methods and evaluating criteria for achieved results.
- Works on projects where analysis of data or solutions requires an evaluation of various factors.
- Works with minimal direction on assigned projects/programs.
- Works on a variety of projects at any given time – multi-task.
- Ability to work both individually as well as in a group/team effort.
- Work has high impact on department’s ability to provide effective customer service and ability to meet deadlines.
- Evening and/or weekend work may be required at various times throughout the year.

4) Physical Requirements
- Typical office environment and equipment.
- Sit or work at a computer terminal for long periods of time on projects.
- Operation of basic office equipment and programs is essential.
- Must be able to operate a PC and office equipment.

PLEASE NOTE: This position is considered a “sensitive” assignment by Research Foundation and CSU policy. Consequently, an offer of employment for this position is strictly contingent upon the successful applicant undergoing and successfully completing the Live Scan (fingerprinting) process.

NOTE: 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.

BENEFITS:
The comprehensive benefit package includes:
- Ten Health Insurance Plans to choose from
- Free dental and vision for employee and family
- Paid Federal & State Holidays
- Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
- Vacation and separate sick plans
- Employee Discounts
- Paid Training and Conferences
h) Increases based on merit (performance)

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/docs/Employment%20Application.pdf

It may also be obtained from the Research Foundation through its website at


An applicant may also apply in person by visiting the Research Foundation, located at

210 North 4th Street, 3rd 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 ADMIN
210 North 4th Street
San Jose, CA 95112
E-mail: foundation-jobs@sjsu.edu

Reasonable Accommodation
The San José 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.

The Research Foundation provides excellent benefits package to benefited employees. Please visit http://www.sjsu.edu/researchfoundation/humanresources/healthbenefits/index.html to get more details.

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.

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.