Position: Information Services Coordinator

DEPARTMENT: Office of Sponsored Programs

IMMEDIATE SUPERVISOR: Senior Manager, Information Services

POSTING DATE: 10/18/2019

CLOSING DATE: Open Until Filled

SALARY: Range: 18.00 - $21.00 per hour, Negotiable, DOQ/E Full Time

BENEFITS: Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 6 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 SJSU Research Foundation Office of Sponsored Programs (OSP) partners with the SJSU Office of Research to assist faculty in the pursuit of external funding for sponsored research, service projects, and other discretionary activities. Fully committed to delivering best in class services, OSP serves as the central coordination point for all grants and contracts, and partners with principal investigators (PIs) to ensure compliance with federal, state, and institutional policies. The OSP Information Services team manages an array of grant-related resources and is responsible for identifying and disseminating information about funding sources, grant search tools, and other research related trends and updates to the university community.

As a member of the Information Services team, this position plays a key role in the timely dissemination of funding opportunities and other grant related information, production of the monthly Research Foundation bulletin, and provides specialized administrative and coordination support for Information Services and for other Office of Sponsored Programs teams, as appropriate.
This position also assists with planning and coordinating monthly workshops, meetings, the SJSU Student Research Forum, and other events.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

1) Review funding guidelines; distill and enter the information into the Research Foundation Funding Alert System, and distribute the material to faculty in a timely fashion. Accurately match keywords with funding opportunities to ensure that faculty receive information tailored to their areas of interest; perform custom funding searches as requested.

2) Assist with the web content updates and maintenance of OSP web pages.

3) In collaboration with the senior manager, coordinate scheduling and services (transportation, equipment, catering, signage, etc.) for OSP workshops, webinars, and other special events.

4) Assist with department training on Information Services processes as needed.

5) Assist with design, proofreading, and coordination of OSP communications such as flyers, bulletins, programs, and packet documents.

6) Create and update forms and other documents as required (OSP and other departments as required).

7) Monitor and maintain OSP/Information Services publication subscriptions and list-servs, as assigned.

8) Assist with Annual Report publication and other special projects, as assigned.

9) Create and maintain OSP tracking databases or spreadsheet.

10) Perform department clerical functions such as formatting, filing, and copying as required.

11) Other duties as assigned.

**INTERPERSONAL CONTACTS:**

1) Reports to the Senior Manager of Information Services.

2) Works with and interacts with department staff and managers, frequently interacts with other Research Foundation Central Office team members as well as university faculty and administrators.

**SUPERVISORY RESPONSIBILITIES**

None, although may be called upon for advice and direction by others.

**QUALIFICATIONS:**

1) Education and Experience
   - Bachelor’s degree required. A certification (such as Business Writing or Web Design) in a related specialized area of study desired.
   - Minimum three years of general office experience, including typing, word processing is required.
   - Content development, business writing, database maintenance desired.
• Experience in website maintenance, specifically understanding of the web posting process. HTML experience a plus.
• One year of experience in a university auxiliary environment or similar environment preferred.

2) **Knowledge, Skills, Abilities Required**
• Excellent writing skills; grammar, spelling, and punctuation.
• Demonstrated ability to extract and compose an article from original text.
• Ability to work effectively and maintain cooperative working relationships with others.
• Working knowledge of current computer and office automation equipment.
• Proficient in Internet research, MS Office (Word, Excel, PowerPoint), Adobe Creative Cloud (InDesign, Acrobat, Photoshop), or other applicable software packages.
• Working knowledge of web page creation and maintenance; familiarity with web enhancing software desired.
• Ability to type at least 45 WPM.
• Ability to use initiative and sound independent judgment within established guidelines.
• Ability to organize work, set priorities and meet critical deadlines with little supervision.

3) **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.

4) **Physical Requirements**
• Must be able to operate a PC including mouse and keyboard.
• Must be able to operate general office equipment.
• Must be able to sit for extended periods of time.
• Visual acuity associated with concentrated computer use.
• Must be able to push, pull, carry, or lift up to 20 lbs., with or without aids.

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:
  a) Ten Health Insurance Plans to choose from
  b) Free dental and vision for employee and family
  c) Paid Federal & State Holidays
  d) Retirement Plan: 403 (b) employee contribution plan component and a 403 (b) employer contribution component
  e) Vacation and separate sick plans
  f) Employee Discounts
  g) 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 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, 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 INFMC
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.