San Jose State University Research Foundation

**Position:** Administrative Assistant  
**Office of Sponsored Programs (OSP)**

| DEPARTMENT: | Office of Sponsored Programs |
| IMMEDIATE SUPERVISOR: | Associate Director, Office of Sponsored Programs |
| POSTING DATE: | 12/16/2019 |
| CLOSING DATE: | Open Until Filled |
| SALARY: | Range: $20.00 - $22.00 per hour, Negotiable, DOQ/E Full Time |
| BENEFITS: | Exceptional benefits for employees and eligible dependents: Company subsidized CalPERS medical selections, 3 PPO's and 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 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. OSP serves as the central coordination point for all grants and contracts, and works closely with Principal Investigators (PIs) to ensure compliance with Federal, state, and institutional policies.

As a member of the OSP team, this position assists the Sponsored Programs department with submitting proposals for external funding including compliance efforts and tasks associated with sponsoring agencies’ regulations.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

a) Assist the OSP Managers with daily pre-award functions, including but not limited to administrative preparations and routing of proposals for external funding, processing of incoming awards and amendments.
b) Review proposal RFPs and assist the OSP managers with preparing the Proposal Preparation Checklist.
c) Assist OSP managers fill out miscellaneous proposal and sponsor forms, ready them for manager review and signature.
d) Assist OSP managers by obtaining OSP director signature on documents (DocuSign and/or Hard copy).
e) Enter submitted proposal information onto the OneSolution database.
f) Assist OSP Managers’ compliance of renewal of Conflict of Interest statements as required by sponsoring agencies. Maintain and update by following up with Principal Investigators (PIs) for changes in conflict of interest statements, and track FCOI log.
g) Maintain, update, record and track costs share contribution requirements by sponsoring agencies.
h) Prepare, monitor, and update Time and Effort Reports pertaining to federally and federal flow down funded awards.
i) Assist with sub-recipient’s invoice process; single audit report monitoring for each fiscal year, and perform the close out on sub-recipients’ awards at the end of the project.
j) Assist OSP managers review expense support documents and the tracking payment log.
k) Perform as “second reviewer” for new account check list to ensure that grant award information is entered correctly in the grant system. Review change of records information, such as no-cost extensions or supplemental funding. Assist in closing out the sponsored programs accounts, and provide final review of closed accounts. Upload the account file onto the On-Base cloud system.
l) Proofread internal memos to Principal Investigators or University Officials for spelling and wording.
m) Run monthly progress, fiscal and compliance reports due dates reminders, and assist the OSP Managers to obtain these reports in a timely manner.
n) Assist the Associate Directors during annual audits or other agencies audits, as appropriate.
o) Perform other duties, as assigned.

INTERPERSONAL CONTACTS:
1) Reports to the Associate Director of Sponsored Programs.
2) Interacts with staff San Jose State University Research Foundation; San Jose State University and external clients.
3) Works closely with Sponsored Programs Managers.

SUPERVISORY RESPONSIBILITIES
None.

QUALIFICATIONS:
1) Education and Experience
   • Two (2) years of college or university is required. Bachelor’s degree preferred.
   • Minimum of 2 years’ experience in a closely related position in contracts and grants administration OR Office administration is required.
   • One year of experience in a university auxiliary environment or similar environment preferred.

2) Knowledge, Skills, Abilities Required
• General knowledge of governmental accounting principles, sponsor reporting requirements and audit policies. OMB circulars and Uniform Guidance knowledge or experience is preferred.
• Thorough knowledge of current computer and office automation equipment and software. Proficient in internet research, MS Office, spreadsheets, and other applicable software packages.
• Excellent oral and written communication skills.
• Demonstrated experience in record keeping.
• Must be well organized, attentive to detail and able to work independently.
• Must be able to multi-task and plan effectively.

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.
• Able to analyze a variety of complex regulations, apply sound judgement, draw logical conclusions, and find creative solutions to a variety of problems is necessary.
• 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.

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.

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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)

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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 AA OSP
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.