GENERAL NATURE OF POSITION: The Aspire Student Support Services (SSS) and McNair TRiO Projects are federally funded by the U.S. Department of Education. They are co-sponsored and jointly administrated by San Jose State University and the San Jose State Research Foundation.

The Director is responsible for obtaining grant funds and for the overall administration of the program, ensuring compliance with all federal (external funding) rules and college and target school policies. The Director recruits and supervises professional staff and provides leadership for student programming. The Director is responsible for the budget design, expenditure of program funds, and maintaining liaison with the U.S. Department of Education, San Jose State University and Research Foundation, Faculty, and staff.

ESSENTIAL DUTIES & RESPONSIBILITIES:

1. Using a variety of methods, inform the university community of opportunities available for selected undergraduates through the ASPIRE (SSS) and McNair Scholars Program.
2. Demonstrates commitment to diversity, pluralism, and cultural sensitivity.
3. Supervises, organizes and participates on selection committee to screen applications and select qualified candidates for the McNair program.
4. Directs the day-to-day administrative operations of the project according to funded proposal and federal, Foundation, university, and department policies and procedures and expectations.
5. Develops, recommends, and achieves ASPIRE (SSS) and McNair grant objectives.
6. Directs, and assesses scholars’ educational needs, maintaining baseline data, and develops individualized Educational Action Plans to prepare for research internships and application for ASPIRE (SSS) students to graduate, and assists McNair Scholars with applying to graduate school prior to graduation.
7. Identifies available pool of faculty mentors. Provides orientation and training to prepare mentors and scholars for the summer research experience.
8. Assists faculty mentors and summer scholars in developing research proposals. Supervises the activities of both programs throughout the summer session.
9. Supervises, designs and implements a series of summer and academic year colloquia on topics related to undergraduate research and the graduate school experience.
10. Supervises, designs and implements course curriculum development to prepare for graduate study at the doctoral level. The lecture topics include research methodology, ethnographic research, and writing.
11. Supervises scholars in the graduate school application process by orienting them to processes and procedures.
12. Participates in professional development throughout the year, including conferences and workshops in conjunction with ASPIRE (SSS) McNair and our national TRiO advocacy organization.
13. Supervises, and helps to edit and maintain the SJSU ASPIRE (SSS) McNair Website.
14. Maintains extensive listing of online graduate resources and fellowship opportunities for both ASPIRE (SSS) and McNair scholars.
16. Supervises, and assists with editing and is able to sign off on the Internal Review Board (IRB) submissions for McNair Scholars at San Jose State University.
17. Supervises the coordination of meeting with the Learning Center Coordinator, writing development staff, and GRE Training Consultant to monitor scholars’ attendance and progress in utilizing support services.
18. Maintains liaison activities with university and departmental offices to provide effective referral and follow-up for scholars.
19. Prepares and maintains documentation of all activities and services provided to scholars.
20. Assumes component and program-wide responsibilities as assigned.
21. Oversees grant compliance in relation to current grant proposal in conjunction with the TRiO rules and regulations. Writes the TRiO grant research for the next federal grant cycle.
22. Develops, submits, and monitors financial plans and strategies, including annual budgets.
23. Negotiates and manages budgets according to all applicable federal, college, and external funding regulations.

INTERPERSONAL CONTACTS:
Reports to program Director of Academic Affairs.
Interacts regularly with faculty and department chairs across campus.
Also regularly interacts with SJSU Staff, Research Foundation staff, and community personnel

QUALIFICATIONS:

1) Education and Experience
   • Ph.D. preferred in Educational Administration, Counseling, Education, Student Services or related field of research.
   • Minimum of four years of counseling or teaching experience with TRiO or similar type of program.
   • Successful grant writing experience.
   • Knowledge of graduate and undergraduate research.
   • Experience working with economically and/or educationally disadvantaged individuals.
   • Two years of supervisory experience

2) Knowledge, Skills and Abilities required
   a) Expertise in program leadership and maintaining effective relationships with school personnel, program officers, evaluators, parents, students, and community professionals.
   b) Ability to recruit, hire, train, and supervise full-time and part-time staff.
   c) Experience supervising full-time professional staff.
   d) Demonstrates competency with technology, internet, software, and data management.
   e) Expertise in program design and decision making regarding service delivery.
   f) Proficient in Word Perfect, Excel, and PowerPoint.
   g) Able to maintain website content.
   h) Experience with academic advising.
   i) Experience publishing academic journal articles.
   j) Experience with budgets and fiscal management.
   k) Ability to coordinate preparation of grant proposals, reports, and budgets.
   l) Experience working with sensitive confidential information.
   m) Ability to learn and understand compliance with legal, financial, and university policies and internal and external regulations.
n) Ability to carry large, complex and/or sensitive projects to completion independently, especially under pressure.
o) Experience advising students about the graduate school application process.
p) Experience advising students about the graduate school application process and GRE entrance exams.
q) Experience working with First-generation, Low-Income and/or ethnic minority students.

3) Physical Requirements
   • Works in standard office environment with desk, telephone, computer, bookshelves and file cabinets provided.
   • Office maintains computer, copier, and fax machine.

4) Complexity of Duties
   • Works with minimal direction on all assigned projects.
   • Exercises independent judgment in developing effective resources and curriculum.
   • Prepares, edits, synthesizes, and/or approves progress and other reports.
   • Works independently in recruiting and establishing faculty mentor matches.
   • Works in conjunction with faculty in designing research projects for participants.

PLEASE NOTE: This position is considered a “sensitive” position by SJSURF and CSU policy. Consequently, the successful candidate must undergo and successfully complete the Live Scan (fingerprinting) background check as a condition of their employment.

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:

1. Possess strong leadership, interpersonal, and management skills.
2. Possess strong analytical, organizational, and planning skills to recruit, hire, train, and supervise full-time and part-time program staff.
3. Organize weekly core staff meetings and all staff meetings
4. Organize and implement staff development and staff training.
5. Conduct performance evaluations for each staff member.
6. Oversee interviewing, hiring, and training employees, planning, assigning, and directing work; appraising work, performance, rewarding, and disciplining employees and addressing complaints and resolving problems.
7. Supervise student recruitment and services designed to meet funded objectives.
8. Carries out responsibilities in accordance with department and SJSU Foundation policies and applicable laws.

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, including the job description, may be obtained from the Research Foundation through its web site at http://www.sjsu.edu/researchfoundation/open/index.html. You may also obtain information 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). A formal application for employment will be required of all candidates who are selected for a personal interview. Please address your letter of interest and resume or application directly to:

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