San José State University Research Foundation

**Position:** Administrative Coordinator

| DEPARTMENT: | Department of Justice Studies  
| College of Applied Science and Arts (CASA) |
| IMMEDIATE SUPERVISOR: | Project Director |
| POSTING DATE: | 10/8/2018 |
| CLOSING DATE: | 10/15/2018 |
| SALARY: | Range: $29.00 to $35.00 per hour, DOQ/E  
Part-Time (30 hours per week), Benefited  
This position is at 75% time effort.  
Continuation of the position is dependent upon the  
availability of government funding/grant. |

**EXEMPT STATUS:** Non- Exempt (Hourly)

**GENERAL NATURE OF THE POSITION:**

The Record Clearance Project (RCP) at San José State University trains students to assist people in clearing their records and moving forward with their lives.

As a member of the RCP team, the Administrative Coordinator will be in charge of administrative operations of the Record Clearance Project and perform duties, as noted below.

**ESSENTIAL DUTIES AND RESPONSIBILITIES:**

1) **Client/community relations:**
   - Supervise RCP community relations and requests for expungement services.
   - Supervise service delivery, including community presentations and Speed Screenings 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 RCP.

2) **Case management, record-keeping, data collection, analysis and reporting:**
   - Supervise collection, maintenance and analysis of RCP data.
   - Provide reports regarding RCP services provided and required data.
   - Collect client evaluations of RCP services (representation, Speed Screening, community education presentations).

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

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

5) **Coordinate teaching support for students in RCP classes:**
   - Assure that workshops are staffed by advanced students.
• Teach / train students on topics, as requested by Project Director (e.g., how to complete Speed Screening forms, how to manage files.

6) Generally, assist the RCP Project Director with program tasks, including training students to provide RCP services. Provide back-up support to pro bono attorneys and other RCP volunteers.

7) Other duties as assigned.

INTERPERSONAL CONTACTS:

• Reports to the Project Director.
• Interacts with internal office staff on a daily basis. Also interacts, as appropriate, with SJSU faculty and staff, as well as vendors.

QUALIFICATIONS:

1) Education and Experience:

   a) Bachelor’s degree (or higher) in legal studies or equivalent is required.
   b) Minimum of 2+ years related experience.
   c) 2 years of experience working in a diverse, multi-cultural setting is required.
   d) 2 years of experience working in self-directed, high initiative-low supervision environments is preferred.
   e) Ability to speak and write in English and one of the following languages: Spanish or Vietnamese is desired.

2) Knowledge Skills and Abilities:

   a) Outstanding organizational and time management skills, including knowledge of database management and reporting.
   b) Knowledge of expungement law.
   c) Knowledge of issues affecting low income communities and/or communities of color.
   d) High level of professionalism and attention to detail.
   e) Ability to maintain confidential, sensitive information.
   f) Excellent oral, written and interpersonal communication skills.
   g) Exceptional initiative and creativity; strong leadership skills.
   h) Ability to work collaboratively in a team setting with students and community members.
   i) Valid California driver’s license and a good DMV record is required.
   j) Fully proficient and experienced in Microsoft applications (Word, Excel and G-mail).
   k) Able and willing to deliver friendly, courteous, prompt customer service.
   l) Strong interpersonal skills and multicultural competencies.
   m) Ability to collaborate with people from many academic disciplines, cultures and nationalities.

3) Complexity of Duties.

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

4) Physical Requirements:

   a) Typical office environment and equipment.
b) Sit or work at a computer terminal for long periods of time on projects.
c) Operation of basic office equipment and programs is essential.
d) 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.

SUPERVISORY RESPONSIBILITIES:

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

5) Benefits

The comprehensive benefit package includes:

a) Ten health insurance plans to choose from
b) Free dental and vision for employee and eligible dependents
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

APPLICATION PROCEDURE

To apply for this position, an applicant is required to submit a formal application for employment, as well as a resume and a letter of interest. The applicant may do this via e-mail or by regular mail. The formal employment application is located at http://www.sjsu.edu/researchfoundation/open/Employment%20application%201-10-18%20pdf.pdf

The employment application may also be obtained from the Research Foundation through its web site 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). In-person applicants will be provided a formal employment application to fill out. 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

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A background check (including a criminal records check) must satisfactorily be completed 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.