Position: DIRECTOR OF RESEARCH AND TECHNOLOGY TRANSFER

DEPARTMENT: Mineta Transportation Institute (MTI)
San Jose State University Research Foundation / SJSU College of Business

IMMEDIATE SUPERVISOR: Executive Director of MTI Program

POSTING DATE: August 15, 2017

CLOSING DATE: Posted Until Filled

SALARY: DOQ/E
Full Time
Benefited

EXEMPT STATUS: Exempt level

GENERAL NATURE OF POSITION: The Director of Research and Technology Transfer is responsible for managing the research and technology transfer activities of the Mineta Transportation Institute (MTI) and San Jose State University. The position manages and administers research and information/technology portfolio and related administrative functions. The Director will perform functions under limited supervision and direction of the MTI Executive Director.

ESSENTIAL DUTIES & RESPONSIBILITIES:

Responsibilities include, but are not limited to, the following:

1. Promoting and facilitating leading-edge research, including collaborative and interdisciplinary research, in areas related to MTI's mission and goals;

2. Building, and providing sufficient support for a community of innovative researchers to enhance research capacity at MTI and to increase internal and external research opportunities for faculty, Research and Consulting Associates, and students;

3. Developing networks between MTI and researchers in the field in the public and private sectors, locally, nationally and internationally;

4. Acting as the nexus between MTI and the community with respect to research initiatives of mutual benefit;

5. Where applicable, developing mutually beneficial linkages with industry in order to develop partnerships and collaborative research;

6. Transferring knowledge to society through outreach and technology transfer (e.g. seminars; workshops; lectures; websites and social media; publications);

7. Developing strong linkages with appropriate academic departments and units at SJSU;
8. Managing the research plan effectively and efficiently, ensuring that accepted standards of research and ethical behavior are met;

9. Enhancing reputation of the Institute and the university by undertaking quality research and communicating that research to transportation professionals, policy-makers, and the interested public;

10. Ensuring that MTI complies with University policies on research quality and conduct and the requirements of all relevant regulatory bodies;

11. Analyzes data, when needed, to author white papers and policy briefs on high priority transportation topics; and

12. Coordinates, trains, instructs, guides, checks, monitors, and corrects the work of others in order to maintain levels of productivity and quality.

INTERPERSONAL CONTACTS:

--This position reports directly to the Executive Director of the MTI program.
--Interacts regularly with faculty and department chairs across campus.
--Also regularly interacts with SJSU and other universities' staff, Research Foundation staff, and community personnel, including faculty, Research and Consulting Associates, and students.
--Interacts with the public at large.

QUALIFICATIONS:

1) Education and Experience
-Ph.D. in a discipline relevant to the research activities of MTI including, e.g. economics, engineering, planning, policy, transportation studies, etc.
-10+ years’ experience, with increasing levels of administrative responsibility, conducting and managing university-level research and technology transfer activities.
-Solid publication record of transportation-related, peer-reviewed research.

2) Knowledge, Skills and Abilities required
a) Knowledge of surface transportation topics.
b) Ability to interpret and evaluate research project descriptions and final reports.
c) Knowledge of software applications such as word processing, spreadsheet, and database management.
d) Ability to analyze complex situations accurately and adopt effective courses of action.
e) Ability to perform accurately in a detail-oriented environment, handling multiple work priorities.
f) Strong oral, written, and presentation skills.
g) Ability to successfully plan and implement programs, projects, activities
h) Ability to work in a fast paced and dynamic environment with the ability to provide high-level administrative support, multi-task and prioritize.
i) Ability to independently research answers to questions and make appropriate contacts of information and resolution of pertinent issues.

3) Physical Requirements
Typical office environment and equipment. Requirements may include the need to sit or work at a computer terminal for long periods of time on projects. May be required to walk/travel across campus to other offices or buildings on and off the main campus. Must be able to lift, carry, push, and pull up to 15 lbs. alone or with an aid. Ability to travel on an as-needed basis associated with the duties of the position.

4) Complexity of Duties
a) Works with minimal direction or supervision on all assigned projects.
b) Works on complex problems where analysis of data or solutions requires an evaluation of intangible, variance factors. Exercises independent judgement in developing methods and evaluating criteria for achieved results.
c) Exercises independent judgment in developing networks and resources.
d) Prepares, edits, synthesizes, and/or approves progress and other reports.

SUPERVISORY RESPONSIBILITIES: While this position is an individual contributor position, it is a Leadership position. As such, the Director will be called upon for advice and direction by others. He or she will also give direction and guidance in accomplishing his or her duties and responsibilities.

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 MTI DIR
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-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.