Position: Assistant, Sponsored Programs Post Award

| DEPARTMENT: | Office of Sponsored Programs |
| IMMEDIATE SUPERVISOR: | Associate Director of Post Award |
| POSTING DATE: | February 16, 2018 |
| CLOSING DATE: | Open Until Filled |
| SALARY: | Range: $20.00-$25.00 per hour |
| EXEMPT STATUS: | Non Exempt (Hourly), Full Time, Benefited position |

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 compliance efforts and tasks associated with sponsoring agencies’ regulations. These include but are not limited to, preparing Time and Effort Reports regarding federal agency awards, documenting and tracking cost share requirements, sub-recipient single audit report monitoring, and close out processes.

ESSENTIAL DUTIES & RESPONSIBILITIES:

a) Maintains, updates, and tracks FCOI log. Assists sponsored programs analysts’ compliance of renewal of Conflict of Interest statements as required by sponsoring agencies.

b) Updates, records, maintains and tracks costs share contribution requirements by fiscal years.

c) Prepares and monitors Time and Effort Reports pertaining to federally funded awards.

d) Assists analysts with sub-recipient single audit report monitoring for each fiscal year, and performs the close out on sub-recipients’ awards at the end of the project.

e) Assists in closing out the sponsored programs accounts, including ensuring that final reports are on file with proper documentation.

f) Serves as back up for change of records, such as no-cost extensions or supplemental funding. Is also responsible for final review of closed accounts and will be the second signer for same.

g) Performs other duties as assigned, including but not limited to, assisting the Post-Award staff during annual audits or other agencies audits.
INTERPERSONAL CONTACTS:

Reports to the Associate Director of Sponsored Programs, Post-Award
Interacts with staff San Jose State University Research Foundation; San Jose State University and external clients
Works closely with sponsored programs analysts

QUALIFICATIONS:

1) Education
   a) Two (2) years of college or university. Bachelor’s degree preferred.

2) Experience
   a) Minimum of 3 years’ experience in a closely related position in contracts and grants administration OR Office administration is required.
   b) Experience within a university or auxiliary setting preferred.

3) Knowledge, Skills, Abilities required
   a) Thorough knowledge of current computer and office automation equipment and software. Proficient in internet research, MS Office, spreadsheets, and other applicable software packages.
   b) Excellent oral and written communication skills.
   c) Demonstrated experience in record keeping.
   d) General knowledge of governmental accounting principles, sponsor reporting requirements and audit policies. OMB circulars and Uniform Guidance knowledge or experience is preferred.
   e) Ability to analyze a variety of complex regulations, apply sound judgement, draw logical conclusions, and find creative solutions to a variety of problems is necessary.

4) Physical Requirements
   a) Must be able to operate a PC including mouse and keyboard.
   b) Must be able to operate general office equipment.
   c) Must be able to sit for extended periods of time.
   d) Visual acuity associated with concentrated computer use.

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 background check must be completed before the actual start of employment

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

SUPERVISORY RESPONSIBILITIES:
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/open/Employment%20application%201-10-18%20pdf.pdf

It may also be obtained from the Research Foundation through its web site at

An applicant may also apply 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). Please address your formal application, your resume and your letter of interest directly to:

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

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.